



MEMORANDUM

No. 06, Series of 2024

DATE : 01 AUGUST 2024

TO : FACULTY AND STAFF

RE : SUBMISSION OF ACCOMPLISHMENT REPORT (AR) AND APPROVAL PROCESS

This memo outlines the guidelines for submitting Activity Reports (AR) and the corresponding approval process for all Magsaysay College personnel.

AR Submission for Regular and Casual Teaching Personnel:

- **Overload AR Only:** Please submit ARs exclusively for overload.

Approval Process:

Signatories for Program Chairs under the Office of the *Dean of College of Business and Public Administration*:

1. **Prepared by:** [Your Name]
2. **Reviewed by:** Dean, College of Business and Public Administration
3. **Recommending Approval:** Vice President for Academic Affairs
4. **Approved by:** College President

Signatories for Program Chairs under the Office of the *Dean of BPED Program and GEC Department*:

1. **Prepared by:** [Your Name]
2. **Reviewed by:** Dean, BPED Program
3. **Recommending Approval:** Vice President for Academic Affairs
4. **Approved by:** College President

Signatories for Faculty under the Academic Council:

5. **Prepared by:** [Your Name]
6. **Reviewed by:** Program Chair
7. **Recommending Approval:** Vice President for Academic Affairs
8. **Approved by:** College President

Signatories for Heads of Office and Staff under the Academic Council:

1. **Prepared by:** [Your Name]



MAGSAYSAY COLLEGE

MUNICIPALITY OF MAGSAYSAY
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Commission on Higher Education
Association of Local Colleges and Universities

La Omnipresencia de Dios

OFFICE OF THE COLLEGE PRESIDENT



2. **Recommending Approval:** Vice President for Academic Affairs
3. **Approved by:** College President

Signatories for Non-teaching Heads of Office under the Administrative Council:

1. **Prepared by:** [Your Name]
2. **Recommending Approval:** Vice President for Admin and Finance
3. **Approved by:** College President

Signatories for Non-teaching staff under the Administrative Council:

1. **Prepared by:** [Your Name]
2. **Reviewed by:** Head of Office
3. **Recommending Approval:** Vice President for Admin and Finance
4. **Approved by:** College President

Note: Teaching and non-teaching personnel who are under both the Administrative and Academic Councils must have two signatories for recommending approval.

Questions:

If you have any questions, please reach out proactively to the Office of the President.
Please be guided accordingly. Thank you.

(Sgd)

Ricky S Tadlip, PhD

College President