



MEMORANDUM
No. 10, Series of 2024

DATE : **22 August 2024**
TO : **Magsaysay College Community**
RE : **Establishment of the College of Business and Public Administration
and Appointment of CBPA Dean**

In response to the immediate needs and strategic objectives of our institution, the **College of Business and Public Administration** was established in June 2024 to consolidate and enhance our academic offerings in the fields of business and public administration. This college serves as a centralized hub for these disciplines, driving academic excellence and operational efficiency. This college will consolidate our programs in Bachelor of Science in Entrepreneurship and Bachelor of Public Administration, ensuring a focused and integrated approach to the academic and professional development of our students.

Effective immediately, **Rabel B Catayoc, DM**, was appointed as the Dean of the College of Business and Public Administration upon his official joining of Magsaysay College in July 11, 2024. Dr Catayoc brings a wealth of experience from the academe, corporate sector, business practice and leadership that are instrumental in advancing the college's mission and vision. Dr Catayoc is tasked with leading this college and overseeing all academic and administrative functions within its purview.

To all concerned parties, particularly the Program Chairs and Faculty of the BS Entrepreneurship (BS Entrep) and Bachelor of Public Administration (BPA) programs:

You are hereby instructed to report directly to Dean Catayoc regarding all matters related to your respective programs. This includes, but is not limited to, academic activities, administrative processes, faculty management, student affairs, curriculum development, and any other program-related functions.

Please be advised that strict adherence to this directive is required. The Office of the Dean of the College of Business and Public Administration must be accorded the highest level of respect and compliance at all times. Your cooperation is crucial for the efficient and effective operation of the College. Any deviation from these directives will be addressed appropriately.

This memorandum serves as the formal directive outlining the expectations for your roles as Program Chairs. Immediate and consistent reporting to the Dean is essential for the effective and coordinated administration of the College.

Action Required:

- Commence immediate and regular reporting to Dean Catayoc.
- Ensure that all academic and administrative transactions are processed through the appropriate channels.

Thank you for your attention to this important matter. By working together, we can establish a standard of respect and professionalism that will support our collective goals and uphold the values of the College.

La Omnipresencia de Dios!

(Sgd)
Ricky S Tadlip, PhD
College President