



MEMORANDUM

No. 14, Series of 2024

DATE : 12 September 2024
TO : Magsaysay College Community
RE : Formation of the Committee for the College Administrative Manual

As part of our ongoing commitment to optimizing the efficiency and effectiveness of our administrative processes, we hereby announce the formation of the Committee for the College Administrative Manual (CAM). This committee is entrusted with the responsibility of revising, developing, and formulating a comprehensive manual that delineates the guidelines, policies, and procedures governing the administration of the college

Committee Composition:

Chair:	Dr Rabel B Catayoc	<i>Dean, CBPA/VP Admin and Finance</i>
Co-chair:	Ms Beryl Ann N Bacoy	<i>Community Club Vice President (Non-Teaching)</i>
Members:		
	1. Dr Arlyn A Padilla	<i>VP for Academic Affairs/BPEd Program Dean</i>
	2. Ms Euben C Jutcho	<i>HRMO Staff</i>
	3. Mr Eric V Lagod	<i>Budget Officer</i>
	4. Ms Liezl C Escuyos	<i>LRC Head/CIMO Coordinator</i>
	5. Mr Elvin B Salagantin	<i>Coordinator, QAA/TL</i>
	6. Mr Christian A Amahan	<i>Coordinator, IGP</i>
	7. Mr Ronald B Rabuyo	<i>Coordinator, Safety and Security</i>
	8. Mr Clarito G Micabalo	<i>Community Club Vice President (Teaching)</i>
	9. Mr Lyster Gest S Bernadas	<i>Communications and Public Relations Office</i>
	10. Mr Gary S Hayag	<i>Coordinator, MC DRRM/PADS/SAWD</i>
	11. Ms Cheryl A Ratilla	<i>School Nurse/Focal Person GAD</i>
	12. Mr Krissan Rex S Fabro	<i>Coordinator, Culture and Arts</i>
	13. Ms Araceli D Deloso	<i>Coordinator, Scholarship, Grants and Aids</i>

The committee is expected to work collaboratively to draft and finalize the administrative manual, ensuring that it aligns with our institutional goals and the needs of the college community. The manual will serve as a crucial document for standardizing operations and ensuring compliance with regulatory requirements.

All committee members are directed to extend full support and cooperation to the committee. Regular updates on the progress of the manual will be communicated to the college administration.

For any concerns or clarifications, please do not hesitate to contact the Office of the President.

Thank you for your attention and cooperation.

La Omnipresencia de Dios!

(Sgd)

Ricky S Tadlip, PhD

College President