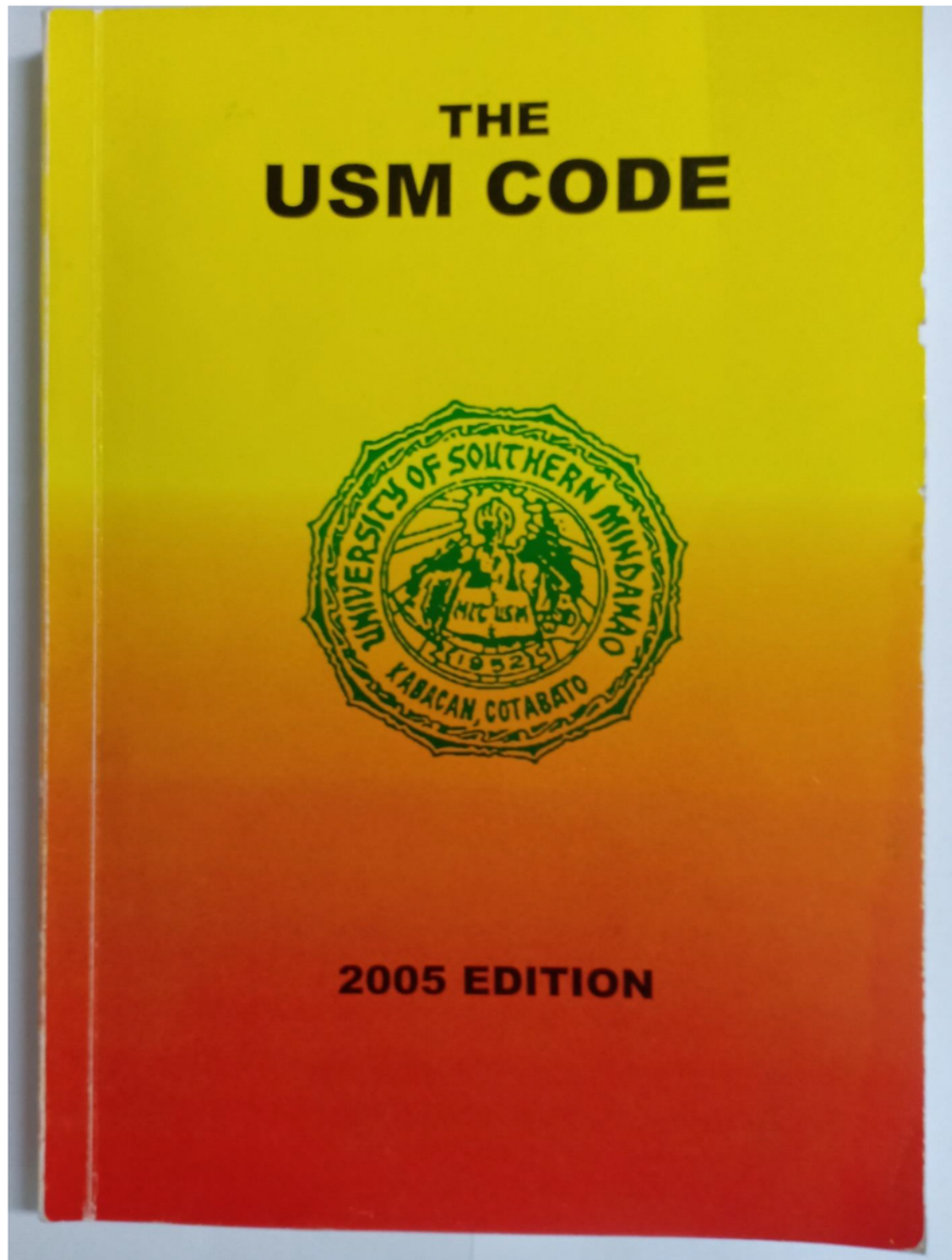


A.9 Qualification Standards for Administrative Personnel



Article 10. The Secretary of the University and the Board

Sec. 1. The Board of Regents, upon recommendation of the University President, shall appoint a Secretary who shall serve as such for the Board and the University and whose duties and functions shall be those prescribed under Article 42 of this Code.

Article 11. Committees

Sec. 1. The Board of Regents may create committees, as it may deem necessary, for the proper performance of its functions.

Sec. 2. The President of the University shall be ex-officio member of all standing committees of the Board.

Article 12. Annual Report

Sec. 1. The Board of Regents shall file with the President of the Philippines a detailed report covering the preceding year setting forth the progress and needs of the University.

CHAPTER 4 THE ADMINISTRATIVE COUNCIL

Article 13. Composition

Sec. 1. There shall be an Administrative Council of the University consisting of the President of the University as Chairman, the Vice President of Administration and Finance as Vice Chairman, and the other Vice Presidents, the Deans, Directors and other officials of equal rank, and upon invitation by the Chairman, the President of the University Student Government, as members.

Article 14. Powers and Functions

Sec. 1. The Administrative Council shall have the following powers and functions:

- a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;
- b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;
- c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this Code and subsequent rules and regulations promulgated by the Board of Regents; and
- d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

Article 15. Officers

Sec. 1. The President of the University shall be the Presiding Officer of the Administrative Council. In his absence, the Vice President for Administration and Finance shall preside, and in the absence of both, the Vice President for Academic Affairs or the Vice President for Research and Extension, in that order, shall take over. In the absence of all the officials mentioned in an instance where the calling of an urgent meeting of the Council is very necessary, the most senior member of the Council may preside.

Sec. 2. The University and Board Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. As such, he shall discharge the duties and functions provided under Sec. 2, Article 42 of this Code.

Article 16. Meetings and Quorum

Sec. 1. The Administrative Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter, without prejudice to the promulgation of internal rules setting forth a specific provision on the matter. The President shall call a special meeting whenever necessary or upon the written request of at least one-fifth of the members of the Council.

Sec. 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Administrative Council shall consist of a majority of all its members who are holding office at the time, excluding those on official leave or travel, and a majority vote of all its members present shall be required to dispose a question or decide an issue, unless otherwise provided under parliamentary rules.

Article 17. Committees

Sec. 1. The Administrative Council may create committees, as it may deem necessary and convenient for the proper performance of its functions.

CHAPTER 5 THE ACADEMIC COUNCIL

Article 18. Composition

Sec. 1. There shall be an Academic Council of the University consisting of the President of the University as Chairman, the Vice President for Academic Affairs as Vice-Chairman, and the other Vice Presidents with academic rank and the Deans of Colleges/Institutes, the Principals of the University Laboratory Schools and all faculty members from the rank of Assistant Professor I and above, as members.

Article 26. Meetings and Quorum

Sec. 1. The UREC shall meet at such time as the President may determine provided that there shall be at least one regular meeting every six (6) months. A special meeting may be called by the President as may be deemed necessary or upon the written request of the Vice President for Research and Extension or at least one-fifth of the members of the Council.

Sec. 2. Attendance in all its meetings shall be required of every member of the Council and only for meritorious and justifiable reasons shall a member be excused from attendance. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Council shall consist of a majority of all its members who are holding office at the time, excluding those on official travel or leave, and a majority vote of all members present shall be required to dispose a question or decide an issue, unless otherwise prescribed under parliamentary rules.

Article 27. Committees

Sec. 1. The UREC may create Committees, as it may deem necessary for the proper performance of its functions.

CHAPTER 7 THE PRODUCTION COUNCIL

Article 28. Composition

Sec. 1. There shall be a Production Council of the University composed of the President as Chairman, the Vice President for Administration and Finance as Vice Chairman, the Director for Agro-Industrial Production Services and other selected competent members to be designated by the President.

Article 29. Powers and Functions

Sec. 1. The Production Council shall have the following powers and functions:

- a. To formulate policies, rules and regulations governing the operation of the agro-industrial production projects/programs of the University for the approval of the Board of Regents and to ensure the effective implementation of the same; and,
- b. To perform such other powers and functions as may be provided by the Board of Regents and by pertinent laws and regulations.

Article 30. Officers

Sec. 1. The President of the University shall be the Presiding Officer of the Production Council. In his absence, the Vice President for Administration and Finance shall preside, and in the absence of both, the Director for Agro-Industrial Production Services shall take over.

Sec. 2. The Director for Agro-Industrial Production Services shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. He shall perform the same duties and functions as those prescribed for the position in the other Councils.

Where the Director for Agro-Industrial Production Services shall preside the meeting, in the absence of the Chairman and the Vice Chairman above-mentioned, a senior member of the Council who is present during said meeting or a duly designated official may act as Temporary Secretary.

Article 31. Meetings and Quorum

Sec. 1. The Production Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter. The President shall call a special meeting as may be deemed necessary or upon the written request of at least one-third of the members of the Council.

Sec. 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed on observer status without voting powers.

Sec. 3. A quorum of the Production Council shall consist of a majority of all members holding office, excluding those on official leave or travel, and a majority vote of all members present shall be required to dispose a question or decide an issue, unless otherwise prescribed under parliamentary rules.

Article 32. Committees

Sec. 1. The Production Council may create committees, as it may deem necessary and convenient, for the proper performance of its functions.

CHAPTER 8 OFFICERS OF THE ADMINISTRATION AND THEIR FUNCTIONS

Article 33. Composition

Sec. 1. The key officers of the administration of the University shall be the President, the Vice Presidents, the University and Board Secretary, the Executive Assistants, the Deans, the Directors, the Administrative Officer, the Budget Officer, the Chief Accountant, the University Registrar, the Legal Officer, the Personnel Officer, the Records Officer, the Supply Officer, the Chief Cashier, the Chief Security Officer and other officials as may be determined by the University President.

Article 34. The President of the University

Sec. 1. The University President shall be the Chief Executive of the University, and shall render full-time service. He shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term, subject to the provisions of existing laws and regulations. His term may be extended beyond the age of retirement but not later than the age of seventy (70), if his performance has been unanimously rated by the Board of Regents as outstanding, after unanimous recommendation by a duly created search committee.

Sec. 2. The University President shall have the following powers and responsibilities:

- a. To provide leadership for the University, preserve and protect its academic integrity and ensure the observance and implementation of existing laws and regulations and the policies laid down by the Board of Regents;
- b. To exercise within the framework of the University policies as approved by the Board of Regents, primary authority and responsibility over the following areas: development planning and resource allocations; grants, endowments and fund raising; external relations and public affairs; and University policy relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities and welfare of the University constituency;
- c. To formulate integrated and comprehensive plans for the University, including academic, research, extension, physical development, and fiscal plans, subject to the confirmation of the Board of Regents;
- d. To coordinate the activities and programs of the University with the other component units and institutes, to review their goals and objectives, to appraise their performance in relation to such goals and recommend appropriate action to the Board of Regents;
- e. To exercise general administration and supervision of all business and financial and academic operations of the University, and over all officers, faculty and non-teaching staff of the University;
- f. To recommend to the Board of Regents appointments of vice president, deans, directors, faculty members and personnel in the supportive staff and other officials and employees as may be deemed proper;
- g. To effect the promotion, transfer, detail, secondment, and other personnel actions, of University personnel; fix their work schedules; grant leaves of absence and approve their additional assignments, additional compensation, resignation and retirement, subject to the confirmation of the Board of Regents as it may be deemed appropriate;
- h. To set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the personnel of the University, and for the consideration of petitions for redress of grievances in accordance with applicable laws and regulations;
- i. To award fellowships, assistantships, and scholarships to students, faculty members, and other personnel in accordance with the policies prescribed by the Board of Regents;

- j. To plan, prepare and implement, upon authority of the Board of Regents, a University program for the training and education of adult citizens and out-of-school youths;
- k. To supervise the preparation of the budget of the University, subject to the confirmation of the Board of regents, for approval by competent higher authorities;
- l. To submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the University, and such other reports as may be required;
- m. To preside at commencement and other public exercises of the University, and confer such degrees and honors as may be granted by the Board of Regents and all diplomas and certificates issued by the University shall be signed by him;
- n. To grant service credits and to change the leave status of any member of the academic staff from teacher's leave to vacation and sick leave or vice versa in the interest of the service, subject to the policies approved by the Board of Regents and other pertinent laws and regulations;
- o. To execute and sign in behalf of the University all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the University, Provided, that in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed in the University existing regulations and general laws, he may direct through written instruction, that approval in specified cases be made in his behalf by officers of administration or heads of units concerned, subject to such safeguards to his power of revocation;
- p. To supervise and coordinate, through the Director of Student Affair Services, all organizations and activities of students. In accordance with existing regulations, he shall issue adequate safeguards for the operation of student organizations and other student activities;
- q. To generate funds and grants-in-aid in support of the operation and development projects of the University to augment its annual budgetary allocations; and,
- r. To exercise other powers and duties delegated to him by the Board of Regents or as may hereinafter be provided by subsequent laws and regulations.

Sec. 3. In case of his brief absence, the President may designate a ranking officer of the Administration, who may be one of the Vice Presidents to act as Officer-In-Charge of the Office of the President, to carry out the ministerial day-to-day management of the University affairs, unless otherwise provided.

Article 35. The Offices Under the University President

Sec. 1. The Offices directly under the Office of the University President shall be the following:

- a. Line Offices
 - i. The Vice Presidents

b. Staff Offices

- ii. The University and Board Secretary
- iii. The Executive Assistants
- iv. The Human Resource Management
- v. The Public Relations and Information
- vi. The Planning and Development
- vii. The Socio-Cultural Affairs
- viii. The Agro-Industrial Production Services
- ix. The Internal Control Unit (ICU)
- x. The Chief Security Office

Article 36. The Vice President for Administration and Finance

Sec. 1. The University shall have a Vice President for Administration and Finance who shall be appointed/designated by the President of the University, subject to the confirmation of the Board of Regents. In case of a regular plantilla position, appointment to the said position shall be governed by the existing qualification standards and other rules and regulations prescribed by the Civil Service Commission for the same. For a designation as such, however, he shall be at least a holder of an appropriate Master's degree with at least seven (7) years of administrative and/or finance management experience. His term of office as such designated official shall be three (3) years without prejudice to redesignation.

Sec. 2. He shall assist the University President in the general supervision of the operations of the fiscal and administrative affairs of the University in accordance with the existing government and University policies, guidelines, rules and regulations.

Sec. 3. He shall have the following specific powers and functions:

- a. To act as Officer-In-Charge of the University in the absence of the University President when so designated;
- b. To supervise, coordinate and monitor the activities of the administrative and support services officials and employees of the University and the affiliate agencies/institutions operating within the campus, if so provided in the Memorandum of Agreement on the establishment of the same;
- c. To coordinate the recruitment of faculty and staff, and act as Chairman of the Selection and Promotion Board of the University;
- d. To represent the University in conferences, seminars and other similar meetings on matters affecting administrative programs and activities if so authorized by the University President;
- e. To submit a regular report of work progress to the University President;
- f. To serve as ex-officio chairman of the standing committee on the prequalifications, bids, and awards of infrastructure and other construction projects of the university;
- g. To help undertake activities that shall keep the University abreast with recent developments;
- h. To act as Vice Chairman of the Administrative and Production Councils; and
- i. To exercise such other duties and functions as may be delegated by the University President.

Article 37. The Offices Under the Vice President for Administration and Finance

Sec. 1. The Offices directly under the Vice President for Administration and Finance shall be:

- a. The Administrative Services Office
- b. The Finance and Management Office
- c. The Physical Plant Services Office
- d. The Health Services Office

Article 38. The Vice President for Academic Affairs

Sec. 1. The Vice President for Academic Affairs shall be appointed/designated by the President of the University, subject to the confirmation of the Board of Regents. He shall be a doctoral degree holder in education, with an academic rank of at least Professor I and with at least seven (7) years of teaching background and five (5) years of administrative experience. Except when appointed to a plantilla position, his term of office as such shall be three (3) years without prejudice to redesignation.

Sec. 2. He shall act as Officer-In-Charge of the University when so designated by the University President.

Sec. 3. He shall be directly responsible to the University President for carrying out the educational policies and programs of the University and in supervising curricular, instructional, and other academic-related activities of the University.

Sec. 4. He shall exercise the following specific duties and functions:

- a. To supervise and coordinate all academic units and programs of the University;
- b. To administer the overall execution of policies on instruction approved by the Board of regents, as recommended by the Academic Council, and by other higher authorities;
- c. To recommend to the University President academic policies pertaining to curricula, faculty appointments and assignments, and academic programs;
- d. To coordinate the planning and preparation of the proposed annual budget of the different colleges and institutes;
- e. To coordinate with the research and extension unit(s) of the University in promoting the research and extension activities of the faculty;
- f. To serve as ex-officio chairman of all standing and/or Ad Hoc Committees which shall conduct regular faculty appraisal on performance evaluation, screening of applicants for scholarship and faculty development and other related purposes;
- g. To coordinate with other educational institutions and/or related agencies to insure inter-program/agency complementation and efficient maximization of available resources;
- h. To submit a regular memorandum of work progress to the University President;
- i. To act as Vice Chairman of the Academic Council; and
- j. To exercise such other powers and functions as may be delegated by the President.

Article 39. The Offices Under the Vice President for Academic Affairs

Sec. 1. The Offices directly under the Vice President for Academic Affairs shall be the following:

- a. The Graduate College
- b. The Undergraduate Colleges and Institutes
- c. The Office of the Director for Instruction
- d. The Office on Student Affairs

Article 40. The Vice President for Research and Extension

Sec. 1. The Vice President for Research and Extension shall be appointed/designated by the President of the University, subject to the confirmation of the Board of Regents. He shall have an appropriate doctoral degree in philosophy or science, with an academic rank of at least Professor I, with at least seven (7) years of research and extension experience and at least five (5) years of administrative experience. His term of office shall be three (3) years, except when appointed to a plantilla position as such, without prejudice to redesignation.

Sec. 2. The Office of the Vice President for Research and Extension is a consultative, supportive and service office of the University to promote the interests of the units, centers, and institutes under the research and extension organization.

Sec. 3. He shall have the following specific duties and functions:

- a. To exercise general supervision and coordination of all programs, projects and activities of the various units under his office;
- b. To recommend and implement policies and guidelines governing research and extension affairs of the University;
- c. To plan programs for research and extension activities which are geared towards the growth and development of the university, the region and the country;
- d. To direct the implementation of research programs and the execution of extension services of the University;
- e. To coordinate, monitor and appraise the performance of the various research and extension units of the University, including those of the research centers/institutions established in the University and other affiliate research agencies/institutions;
- f. To plan, promote, and carry out close working relations and linkages with appropriate government research and development agencies and non-government organizations;
- g. To act as Vice Chairman of the Research and Extension Council; and
- h. To perform such other related functions as may be directed by the President and other competent higher authorities.

Article 41. The Offices Under the Vice President for Research and Extension

Sec. 1. The Offices under the Vice President for Research and Extension shall be:

- a. The Research and Development Office
- b. The Extension Services Office
- c. The Research Centers/Institutes

Article 42. The Duties and Functions of the Secretary of the University and the Board

Sec. 1. As Secretary of the Board of Regents, he shall exercise the following specific duties and functions:

- a. To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda to the Chairman and Members of the Board at least three (3) days before each scheduled meeting;
- b. To write out the transcription of the minutes of each meeting; have the same attested by the Chairman/Presiding Officer for the confirmation of the Board in its next meeting;
- c. To prepare and pass referendum for appropriate action of the Board of Regents;
- d. To prepare and issue excerpts of minutes of meetings of, and/or certifications on certain policies promulgated by, the Board; and
- e. To perform such other functions as may be directed by the Board of Regents or the University President.

Sec. 2. As Secretary of the University, he shall exercise the following duties and functions:

- a. To act as Secretary of the Administrative Council, unless another official shall be designated to the position by the University President. As such, he shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof;
- b. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his duly authorized representative;
- c. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;
- d. To keep custody of classified records; issue excerpts or appropriate certifications upon request of authorized officials and employees of the University and other entities; and
- e. To perform such other functions as may be directed by the University President.

Article 43. The Executive Assistants

Sec. 1. There shall be as many Executive Assistants, as are necessary, to be designated by the University President, to assist and advise him in the effective and efficient performance of the duties and functions of his office on various areas of concern such as but not limited to the following:

- a. Civil Security Services
- b. External Affairs
- c. Alumni Affairs

Article 44. The Human Resource Management Office

Sec. 1. The Human Resource Management Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall be at least a holder of an appropriate master's degree preferably with special training and/or work experience in personnel development and management and at least three (3) years of administrative experience.

Sec. 2. The Director for Human Resource Management shall perform the following functions:

- a. To be responsible for the implementation of the established University policies on personnel management and development and the maintenance of effective liaisoning with the Civil Service Commission and other offices concerned;
- b. To keep updated service records of, and other data and information pertaining to, all personnel of the University and issue appropriate certifications and other documents on the matter upon proper request by concerned parties;
- c. To assist and advise the University President and other concerned University officials and employees in the proper execution of policies, regulations and orders in all areas of personnel management and development promulgated by the Civil Service Commission and other higher authorities;
- d. To undertake personnel programs, and inform the heads of units concerned of the recent developments in all areas of personnel management and development and;
- e. To perform such other related work as may be assigned by the University President.

Article 45. The Public Relations and Information Office

Sec. 1. The Public Relations and Information Office shall be headed by a Director to be designated by the University President for a term of three (3) years, without prejudice to redesignation, subject to the confirmation of the Board of Regents. He shall be at least a holder of an appropriate master's degree in communication with at least three (3) years of administrative experience.

Sec. 2. The Director of Public Relations and Information shall perform the following functions:

- a. To promote and foster cordial relations between and among the various sectors of the University constituents and with other agencies and institutions;
- b. To help project the good image and reputation of the University in all areas of endeavors to the general public;
- c. To establish effective relations with the media (print, radio, TV and others) on the dissemination of important activities and breakthroughs of the University for the information of the general public;
- d. To take charge of the preparation and circulation of regular university publications; and
- e. To perform such other related functions as may be assigned to him by the University President.

Article 46. The Planning and Development Office

Sec. 1. The Planning and Development Office shall be headed by a Director to be designated by the University President, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a holder of appropriate master's degree, preferably with special training and/or working experience in planning and development and at least three (3) years of administrative experience.

Sec. 2. The Director for Planning and Development shall perform the following functions:

- a. To initiate, coordinate, monitor and evaluate the planning and development activities of all sectors of the University;
- b. To coordinate the preparation of project/program plans and proposals;
- c. To provide assistance in packaging program plans and proposals;
- d. To serve as data bank and the center of project/program plans and proposals for the development of the University; and
- e. To perform other related functions which the University President may assign to him from time to time.

Article 47. The Socio-Cultural Affairs Office

Sec. 1. The Socio-Cultural Affairs Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a master's degree holder with appropriate experience and/or special training in a related field, at least an assistant professor with at least three (3) years of administrative experience and shall have undertaken a socio-cultural research on any ethnic tribe of the Philippines, particularly within the service area of the University.

Sec. 2. The Director for Socio-Cultural Affairs shall have the following functions:

- a. To supervise and manage the various socio-cultural performing art groups/units of the University, such as but not limited to the following:
 - i. University Dance Troupe
 - ii. University Band

- iii. University Chorale
- iv. University Combo
- v. University Dramatics Guild
- vi. University Socio-Cultural Museum;

- b. To draw plans and provisions for the continuous training and development of the members of the various performing art groups/units under his supervision and to see to it that their needs are taken care of;
- c. To plan and implement year-round stage presentation programs depicting the various socio-cultural settings of the different ethnic tribes within the service areas of the University, particularly during official and special affairs and activities and to properly document the same;
- d. To gather and collate socio-cultural heritage of the various ethnic tribes and keep them for posterity and display in the University Museum and to conduct continuous research on the same;
- e. To help synchronize the teaching and integration of the socio-cultural heritage of the ethnic tribes in coordination with the Vice President for Academic Affairs and the heads of appropriate academic units of the University;
- f. To coordinate and monitor all socio-cultural activities of the academic and non-academic units of the University in consultation with the heads of the units and other officials concerned;
- g. To receive and entertain, upon instruction of the USM President, university visitors and guests; and,
- h. To perform such other duties and responsibilities inherent to the office or as may be directed by the University President.

Article 48. The Agro-Industrial Production Services Office

Sec. 1. The Agro-Industrial Production Services Office shall be headed by a Director who shall be designated by the University President for a term of three (3) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation. He shall be at least a holder of an appropriate master's degree, preferably with special training and/or working experience along his line of responsibilities, and at least three (3) years of administrative experience.

Sec. 2. The Director for Agro-Industrial Services shall perform the following functions:

- a. To be responsible in supervising, coordinating and monitoring the activities of the various agro-industrial income generating projects of the University;
- b. To implement the policies, rules and regulations relative to the operation of the various agro-industrial income generating projects of the University;
- c. To formulate and recommend program proposals to improve the operation and productivity of existing agri-business projects and to expand its operations, and whenever feasible, to enter into other business ventures, subject to the approval of the Production Council and the confirmation of the Board of Regents; and
- d. To perform other related functions which may be assigned to him by the University President

Article 49. Standing Committees and Special Offices/Committees

Sec. 1. The University President shall constitute Standing Committees in accordance with the provision of existing laws and regulations for the effective and efficient discharge of the functions of the University such as but not limited to the following:

- a. Selection and Promotion Board
- b. Committee on Personnel Career Development
- c. Prequalification, Bids and Awards Committee
- d. Bids and Awards Committee
- e. Committee on Personnel Discipline
- f. Committee on Student Discipline
- g. Grievance Committee
- h. Housing and Land Use Committee
- i. Internal Control Committee

Sec. 2. The University President may also create Special Offices/Committees, as it may deem necessary, to perform special functions in the light of the continuous expansion and development of the University, such as but not limited to the following:

- a. Publications and Media Services Office
- b. USM Review Center
- c. Visitors' Relations Office
- d. Guest Houses Management Office
- e. Information System Committee
- f. Ad Hoc Committees

Article 50. The Administrative Services Office

Sec. 1. The Administrative Services Office shall be headed by a Director who shall be the appointed Chief Administrative Officer in a concurrent capacity upon proper designation by the University President, subject to the confirmation of the Board of Regents.

Sec. 2. The Director for Administrative Services shall perform the following functions:

- a. To assist the offices of the President and of the Vice President for Administration and Finance in the day-to-day management/administrative operations of the University;
- b. To supervise the activities of the administrative services support staff under him and ensure the efficient and effective performance of their assigned duties and functions;
- c. To coordinate with the various offices performing administrative and financial functions in the performance of his duties and functions; and
- d. To perform such other duties and functions as may be assigned by the President and/or the Vice President for Administration and Finance.