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"For Nation's Greater Heights"

Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City

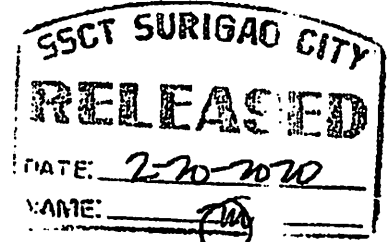


CERTIFICATE NUMBER: AJA19-0225

**OFFICE OF THE PRESIDENT**

**OFFICE ORDER NO. - 17 S. 2020**

**REFERENCE NO. : SSCT - OP - 02 -24 Series 2020**  
**DATE : FEBRUARY 17, 2020**  
**TO : ENGR. ROBERT R. BACARRO**  
**FROM : DR. GREGORIO Z. GAMBOA, JR.**  
**SUBJECT : DESIGNATION AS DEAN OF THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)**



By virtue of the delegated authority granted by the SSCT-Board of Trustees, you are hereby designated as **DEAN OF THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)** effective today, February 17, 2020 for a period of two (2) years without prejudice for an extension of another term, if so warranted or unless otherwise revoked or terminated by this office or the Board of Trustees.

As such, you are primarily responsible for the planning, organizing and implementing, monitoring and evaluating programs and projects in your college within the context of the overall objectives of SSCT. More specifically, you are expected to:

- Prepare faculty loading together with the Program Chairs in your college and submit these to the Campus Director for endorsement to the Vice President for Academic Affairs for final review and recommendation for approval by the College President;
- Establish linkages, collaboration and complementation with other deans and other institutions/agencies;
- Ensure, through the proper recommendation by the respective academic chairperson, that instructional materials such as outlines, syllabi, books and study guides that are required as basic textbooks have obtained the prior approval of the Committee on Instructional Materials, in accordance with rules and guidelines approved by the Board;
- Plan, organize and periodically review and evaluate curricular offerings, and departmental activities and programs;
- Determine the placement of personnel in the college through the assistance of the department chairperson to fully tap their talents and capabilities;
- Supervise the admission and classification of transferee students and their assignment to classes;
- Supervise classes as a means of measuring teaching performance;
- Assess the per-term performance of faculty and staff, and submit appropriate reports to the President through channels;
- Schedule and assign teaching loads in consultation with the department chair;
- Recommend specific courses of action for faculty and staff development, including participation in seminars, scholarships, and other programs of professional advancement;
- Exercise full supervision of all publications in his college to ensure adherence to professionalism and respect of intellectual property rights at all times;
- Initiate innovations to ensure quality teaching and learning;



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**Cont. DESIGNATION AS DEAN OF THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)**

- Submit through channels an annual report to the VP for Academic Affairs on the accomplishments and challenges of the previous year;
- Prepare the college annual budget for the current year with a report on income and expenditures for the previous year;
- Recommend to the President, after prior discussions with the Vice President for Academic Affairs and the Campus Director, such personnel action as promotions, transfer or separation of faculty members or staff;
- Coordinate with other deans in preparing examination schedules;
- Conduct researches, extension and production activities by department and
- Perform other tasks assigned by the Campus Director, the Vice President for Academic Affairs, and the President

This Office Order entitles you to all the rights and privileges appurtenant thereto including the grant of RATA and other incentives subject to the usual accounting and auditing rules and regulations and DBM approval.

You are entitled to a 15-day vacation leave and 15-day sick leave credits annually.


For your information and compliance.

  
**GREGORIO Z. GAMBOA, JR., EdD**  
 SUC President III

Conforme:

**ENGR. ROBERT R. BACARRO, MECE, MBA**

Cc: VPs  
 Deans, CAO  
 Chairs  
 Budget Officer  
 Administrative Officer  
 HRMO

  
 9:16 AM  
 2/21/2020



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**OFFICE OF THE PRESIDENT**

OFFICE ORDER NO. 49 S. 2021

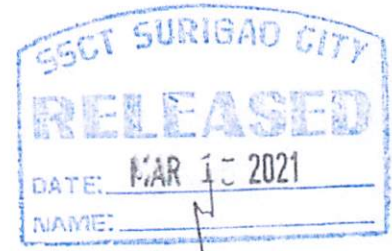
REFERENCE NO. : SSCT - OP – 03-37 Series 2021

DATE : MARCH 15, 2021

TO : DR. VICENTE Z. DELANTE

FROM : DR. GREGORIO Z. GAMBOA, JR.

SUBJECT : DESIGNATION AS PROGRAM CHAIR OF THE BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (BSEE) UNDER THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)



In the exigency of the service, you are hereby designated as **PROGRAM CHAIR OF THE BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (BSEE) UNDER THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)** effective March 15, 2021 for a period of two (2) years unless earlier revoked without additional compensation.

Duties and Responsibilities:

1. Prepare, in consultation with the Dean of the College, the respective faculty class schedule of the Program;
2. Prepare agenda and preside over the meetings of the program Faculty; provided, that the Dean and the Campus Director shall be notified of all meetings and furnished a copy of the agenda;
3. Supervise, monitor and coordinate the planning, implementation, and evaluation of instruction, research, production and extension programs of the Department; and
4. Perform other functions as may be assigned by appropriate College authority.

Previous designation of the same nature is hereby revoked.

Please be guided accordingly.

**GREGORIO Z. GAMBOA, JR., EdD**  
SJC President III

Conforme:

**DR. VICENTE Z. DELANTE**

- Cc:
- ENGR. INGRID E. TORRES
  - VPs
  - CDs
  - Deans
  - CAO
  - Chairs
  - Budget Officer
  - Administrative Officer
  - HRMO