



ST. CLARE COLLEGE

ADMINISTRATIVE MANUAL

ST. CLARE COLLEGE

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PHILOSOPHY

St. Clare College is a student-centered school which focuses on the students and their need to grow and fully develop their intellectual, physical, social, spiritual and emotional faculties.

INSTITUTIONAL VISION

To become the leading institution for professional development and the first and foremost provider of quality, affordable and sustainable development education.

INSTITUTIONAL MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful and professional global workforce whose values and dignity are beyond par.

SENIOR HIGH SCHOOL VISION

To become the leading school in the academic and technical development of students for global competitiveness and the first and foremost provider of quality, affordable and sustainable development education.

SENIOR HIGH SCHOOL MISSION

To provide quality and excellent education for the total development of a responsible, innovative, skillful global competitiveness whose values and dignity are beyond par.

BASIC EDUCATION DEPARTMENT VISION

To become the leading institution in the holistic development of students for academic and global competitiveness and the first and foremost provider of quality, affordable and sustainable development education.

BASIC EDUCATION DEPARTMENT MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful global competitiveness whose values and dignity are beyond par.

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CORE VALUES

ST. CLARE COLLEGE OF CALOOCAN (Hereinafter referred to as the “School” or “College”) aims to foster distinction and excellence in all the endeavors of the school community members. All stakeholders are envisioned to be imbued with enduring core values which define and shape the central beliefs and character of every genuine Clarean student, employee and administrator within and beyond the premises of the academic institution.

Hereafter are the core values of St. Clare College:

1. **Star that Shines**

All members of the school community are encouraged to exemplify remarkable standards in attaining excellence in every aspect of life, making them role models who possess the values and character that are worth emulating.

2. **Truthfulness**

Truthfulness is characterized by embracing honesty in thoughts, words and deeds of all concerned students/individuals who are part of the school community.

3. **Compassion**

Selflessness and genuine concern for others are instilled in Clareans through constant exposure to various academic, extracurricular and co-curricular activities that will bring out their compassionate attribute.

4. **Love**

Love for oneself, for others and for noble causes are pivotal in cultivating a well-rounded students/individual who embodies unwavering desire and sustained commitment in undertaking

5. **Amiable**

Displaying a friendly disposition and pleasant attitude towards other people inspires positive rapport and desirable outcomes.

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6. Righteousness

All concerned members are expected to uphold the ideals and moral principles of the institution as a reflection of their integrity and dignity.

7. Ever Loyal

Remaining steadfast to the ideals and good name of the school is a desirable impression ingrained in the minds and hearts of all the members of the school community.

ST. CLARE COLLEGE K-12 CURRICULUM GRADUATE ATTRIBUTES

1. Intellectual Creativity, Critical Thinking and Innovativeness

Students can use their imagination as well as their rational thinking abilities and innovation, in order to adopt and adjust to the changing needs of the times both nationally and globally.

2. Effective Communication

Students are proficient and skillful in the four areas of communication: reading, writing, listening and speaking. They can use their skills in solving problems and articulating their thoughts when engaging with people in various situations.

3. Leadership Effectiveness and Managerial Skills

Students are developed to become the best in their respective specializations and industry by imploring leadership competencies, managerial skills and technical know-how.

4. Sense of Nationalism and Global Responsiveness

Students are nationalists and respect the values of global citizenship.

5. Personal and Professional Ethical Standard of Excellence

Students demonstrate desirable strength of character and attitudes in their personal and industry endeavors.

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6. Quality Service and Collaboration

Students exemplify the potentialities of an efficient, responsible and well-rounded students/individual committed to quality service/academic excellence, honest toil and collaboration.

7. Adeptness in the Use of Information Communication Technology (ICT) Modern Facilities

Students are skillful and knowledgeable in the use of digital learning devices/facilities, including technical and numerical skills.

8. Community Engagement

Students assume an active role in organizing projects, programs and activities to help and advance the interest and welfare of the people in their respective communities.

9. Passionate to Perpetual Learning

Students are committed to continually advance their knowledge and technical skills in order to keep themselves abreast to the needs and challenges of their academic track or strand, both nationally and globally.

10. Strong Sense of Spiritual and Moral Values

Students are morally and spiritually upright in their day to day undertakings.

Goals and Objectives

Goal 1: Effective, Efficient And Excellent Management Operation And Control

Objective 1 – Restructure the organizational structure of the school;

Objective 2 – Sustain a powerful school culture of excellence that inspires intellectual creativity and a passion for making a difference; and

Objective 3 – Responsible and considerable budgetary allocation and funding requirements of the school.

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Goal 2: Educational Quality And Excellence

Objective 1 – provide an opportunity to receive quality education that is globally competitive based on a pedagogically sound curriculum that is at par with international standards;

Objective 2 – provide an enriched learner-centered instruction / outcomes based education (OBE);

Objective 3 – increase national & international competitiveness of students;

Objective 4 – Improve Learning For Diverse Student Population by making education learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools and communities through the appropriate languages of teaching and learning, including mother tongue as a learning resource;

Objective 5 - Broaden the goals of high school education for college preparation, vocational and technical career opportunities as well as creative arts, sports and entrepreneurial employment in a rapidly changing and increasingly globalized environment; and

Objective 6 - promote quality and excellence, access and equity, efficiency and effectiveness, and relevance and responsiveness education.

Goal 3: Harmonized Curriculum and Dynamic Learning Environment

Objective 1 – provide an atmosphere where engagement and passion for learning thrives by formulating the design and details of the enhanced K-12 curriculum. It craft harmonized basic and tertiary curricula for the global competitiveness of the graduates. Thus, ensure college readiness and to avoid remedial and duplication of basic education subjects, the DepED shall coordinate with the CHED and the Technical Education and Skills Development Authority (TESDA) curriculum/instruction by incorporating the 21st century skills as prescribed in the United Nations (UN) transformative learning;

Objective 2 – equip students with Information, media and technology skills, Learning and innovation skills, Effective communication skills, and Life and career skills.;

Objective 3 - undertake consultations among the students, parents, teachers, community, alumni and other relevant government agencies;

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Objective 4 – design a learner-centered, inclusive and developmentally appropriate, relevant, responsive and research-based;

Objective 5 - utilize spiral progression approach to ensure mastery of knowledge and skills after each level; and

Objective 6 –build a world class Learning Resource Center (LCR) e-library.

Goal 4: Research Excellence

Objective 1 – build areas of distinction through research, innovative and creative scholarly activities across all disciplines;

Objective 2 – enhance research capabilities, and disseminate and implement research findings;

Goal 5: Empowered Faculty Member

Objective 1 – enhance faculty recruitment, hiring, retention and development;

Objective 2 – provide opportunities for national and international engagement of the faculty;

Objective 3 – build on excellent faculty; and

Objective 4 - encourage the faculty members and students in the pursuit of useful knowledge, skills and upright attitudes/values.

Goal 6: Effective And Efficient Campus Leadership

Objective 1 – establish a sound climate that actively supports sustainability and stewardship of the campuses; and

Objective 2 – establish and maintain a fully-wired digitalized college campus.

Goal 7: Strengthened Community Engagement

Objective 1 – strengthened good relationship with external publics; and

Objective 2 – provide extension programs that are responsive to the needs of the community for the people empowerment and self-reliance;

Goal 8: Sustainable Technology Driven Service

Objective 1 - contribute to the realization of sustainable development goals (SDGs);

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Objective 2 – build virtual high powered ICT facilities to support faculty and students, including online self-help facilities and digital/electronic access to it support staff

Goal 9: Expanded Collaborative Partnership & Networking

Objective 1 – take the lead in building partnerships, linkages, and other twinning or dual arrangements with industries, government and non-government agencies, and other schools;

Objective 2 – restructure organization to effectively serve its stakeholders; and
Objective 3 – collaborate with professional organizations, governmental and non-governmental agencies, and the larger community to translate the academic programs into concrete projects, and activities.

Goal 10: Empowered Stakeholders

Objective 1 – empower the academic and administrative personnel;

Objective 2 – keep the stakeholders posted about the developments in the school to ensure that proper consultation procedures are followed;

Objective 3 – establish alumni contact throughout the country and the world to ensure that the alumni are well informed of and regularly consulted about the roles they need to perform in building and enhancing the good image of St. Clare college;

Objective 4 – collaborate with professional organizations, government and non-government agencies to keep abreast the latest developments.

Objective 5 - accelerate the socio-economic development of the national capital region and the entire country by making K-12 and College education affordable and accessible.

DECLARATION OF PRINCIPLES

The college hereby declares the following principles:

1. the College shall contribute to the realization of Sustainable Development Goals (SDGs);
2. the College shall promote quality and excellence, access and equity, efficiency and effectiveness, and relevance and responsiveness education;
3. the College shall help accelerate the socio-economic development of the national capital region and the entire country by making basic and college education affordable and accessible;
4. the College shall encourage the faculty members and students in the pursuit of useful knowledge, skills and upright attitudes/values; and
5. the College shall generate research and income generation projects which shall maximize institutional development and support sustainable development education.



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PREFACE

No institution can perform excellently without an efficient and effective administration. But while it is widely recognized that good administrators and management terms are must to an organization, the proper institutionalization and implementation of systems, processes, policies and guidelines is a crucial step to ensure more sustainable good management and safeguarding of the interests of our institution.

This Administrative Manual shall be the primary source of St. Clare College of Caloocan policies in the area of governance and administrative systems. It also contains a summary of the laws, regulations, and issuances that form the basis of the policies and procedures set in this manual. Since this is institutionally codified, it may cover only the major situations and procedures encountered up to its publication date, the college will benefit from conscious note taking for other administrative procedures that may have been missed or will be necessary for future undertakings. Each policy and procedure is routed for appropriate review, consultation, and revision prior to approval and issuance outlined in Administrative Manual. All information in the administrative manual has been approved for publication by the Board of Trustees of the College.

This enjoin all administrators, faculty members, staff, students and other stakeholders to implement and abide by the policies and procedures contained in this code, for the smoot operation of the college towards quality, affordable, accessible and sustainable development education.

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PART I

PRELIMINARY TITLE

Article I. GENERAL PROVISIONS

Section 1. This manual shall be known as “The Administrative Manual of St. Clare College of Caloocan. The provisions of this manual shall be consistent with the Philippine Constitution, Articles of Incorporation and By-laws and the College Code of the Institution.

Section 2. The Institution/College is a private, non-stock, non-profit, non-sectarian three-level educational institution.

Section 3. shall provide Professional, technical and higher occupational instruction and training in the applied arts and sciences including Basic Education. It shall also promote applied research, advance studies, and progressive leadership in the stated fields.

Section 4. The College shall take steps to enrich the Academic programs in other fields of study, such as information and communications technology, engineering and other programs to produce individuals with highly technical, management and leadership skills.

Section 5. Pursuant to the provision of the Constitution of the Philippines, the Institution/College shall enjoy academic freedom.

Section 6. The powers of the College shall be those set forth in its Articles of Incorporation and By-Laws, those granted to Corporations in general under the Corporation Law, and such other powers as may be provided by law.

Section 7. The official colors of the College shall be Blue, White and Yellow.

Section 8. The seal of the College shall be of the design approved by The Board of Trustees. It shall be two and one half inches in diameter and shall have the inscription “ST. CLARE COLLEGE OF CALOOCAN, Metro Manila.”

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PART II

MANAGEMENT AND ADMINISTRATIVE AFFAIRS

Article I. THE BOARD OF TRUSTEES

Section 1. Composition.

The Board of Trustees (hereinafter referred to as the “SCC-BOT”) is the highest governing and policy-making body of SCC. As provided for under Sections 22 and 106 of Republic Act No. 11232, otherwise known as the “Revised Corporation Code of the Philippines”, the Board of Trustees are vested by law with administrative powers and duties.

Under the SCC By-Laws, the SCC-BOT is composed of five (5) members of the Board duly elected by its members. There shall be a Chairman/President of the College; CEO Vice President for Administration and Student Services as Vice Chairman; CEO-Vice President for Finance, Research Planning and Development as member; Vice President for Academic Affairs as member; and one other Trustee as member.

Section 2. Powers and Duties of the Board Of Trustees

2.1 The governance of St. Clare College shall be vested in the SCC-BOT. It shall exercise policy making functions in accordance with general policies, plans and programs on education as may be formulated by the Commission on Higher Education (CHED), Department of Education (DepEd) and other government agencies that has something to do with education.

2.2 The Board of Trustees have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Trustees under Revised Corporation Code of the Philippines:

- a. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of St. Clare College;
- b. To receive in trust legacies, gifts and donations of real and personal properties of all kinds to administer and dispose the same when necessary for the benefit of the St. Clare College, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the tax of the donor;
- c. To fix the tuition fees and other school charges, such as but not limited to matriculation fees, graduation fees, and laboratory fees, and all other special fees and charges;

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d. To approve degree and non-degree programs, Academic Tracks/Strands to be offered in the Institution/College based on the priority needs of the general public (local, national, international) and learners;

e. To confirm and approve the appointments or designations made by the President as Vice Presidents, deans, directors, assistant vice presidents, college secretary, professors, instructors, lecturers or part-timers, teachers, secondary teachers, senior high school teachers, principals and all other administrative officers and staff and personnel. Related thereto, to fix their compensation (salaries, wages and allowances), hours of services and designate such other duties and functions as it may deem proper under the circumstances and within the discretion of the President, grant their leave of absences based on the promulgated regulations and other provisions of the law to the contrary notwithstanding to suspend or remove them for a valid cause under the rule of due process of law, such that an investigation and hearing for this purpose have already been accomplished as basis for final decision;

f. To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment.

Purchases and other transactions entered into by the College through the Board of Trustees shall be exempted from all taxes and duties;

g. To set policies for admission and graduation;

h. To established chairs in the College and provide fellowships for qualified faculty members and scholarships for deserving students (academic and financial);

i. To confer degrees upon successful candidates for graduation, award honorary degrees upon person in recognition of outstanding contribution in the field of education, public service, arts, science and technology, environmental management, business and industry or in any field of specialization within the academic competence of the College and to authorize the award of certificates of completion or non-degree and non-traditional courses;

j. To develop consortia and other forms of linkages or networks with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the College;

k. To develop academic arrangement for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint

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experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;

l. To set up the adoption of modern and innovative modes of transmitting knowledge such as the case of information communication technology (ICT), the dual system, open learning and distance education, on-line-learning, internet of things, transnational education, etc. etc. For the promotion of greater access to education and delivery systems;

m. To delegate any of its power and duty provided herein-above to the President and/or CEO Vice President for Administration and Student Services of the College as it may deem appropriate so as to expedite the administration and affairs of the College.

Section 3. Meetings

3.1 The Chairman shall preside over all meetings of the Board. In her absence, and whenever a meeting is deemed necessary, The Chairman shall authorize the Vice-Chairman of the Board.

3.2 Regular meetings of the Board of Trustees shall be held once every quarter. Special meetings of the Board, however, may be called by the Chairman or on request of the Vice-Chairman of the College, provided that such special meetings shall not be held more than once a month. In both cases, notice of such meetings shall be issued at least three (3) days prior to the meeting.

3.3 The Organizational Meeting of the Board of Trustees shall be held once a year immediately following the Annual Members' Meeting as set forth in the College's By-Laws.

Section 4. Quorum. A quorum of the Board of Trustees shall consist of a majority of all members; Provided, however, that among those present are the President of the College who is the Chairman and presiding officer of the Board or the VPASS, who acts as presiding officer in the former's absence. All processes against the College shall be served on the President of the College or her duly authorized representative.

Article II. OFFICIALS OF THE ADMINISTRATION

Section 1. Composition. The Officials of the Administration of the College shall be the President, the CEO-Vice Presidents, Secretary of the College, Deans, Principals, Directors, and such other academic and administrative officials whose positions and functions are deemed necessary to assist in the effective and efficient administration of the College as may be determined by the Board of Trustees.

Section 2. The President Of The College. The highest official of the College shall be known as the President of College. He/She shall be qualified for and elected by the Board of Trustees.

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Position	Qualifications	Tasks/Responsibilities	Accountability
President and Chairman of SCC Board	<ol style="list-style-type: none"> 1. Ph. D degree holder; 2. Holder of Human Letter (DHL) 3. Owner; 4. Leader; 5. God-Fearing; 6. Concerned Citizen. 	<ol style="list-style-type: none"> 1. Comptroller; 2. Chief Administrator; 3. Primary Representative of SCC to the Academic Community and Nation; 4. Policy Maker; 5. Main upholder of SCC VMG; 6. Appoint officials, program heads, and committees; 7. Appoint teaching and non-teaching personnel; 8. Confer academic degrees and issuance of diplomas; 9. Exemplify leadership; 10. Institutionalize long-term goals; 11. Other functions as exigent to the welfare of SCC in accordance with the parameters set by the Board of Trustees. 12. Such other powers, duties and responsibilities as provided for under the College Code. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Board; 3. Academic Community; 4. CHED. DepEd; 5. Constitution of the Philippines; 6. God.

Section 3. The Vice President For Academic Affairs. The Vice President for Academic Affairs shall be appointed by the President, subject to the confirmation of the Board of Trustees.

Position	Qualifications	Tasks/Responsibilities	Accountability
1. Vice	<ol style="list-style-type: none"> 1. Ed. D. or Ph.D. Degree holder; 2. Educator; 	<ol style="list-style-type: none"> 1. He/She shall manage and supervise all academic 	<ol style="list-style-type: none"> 1. Office of the President; 2. SCC Board;

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<p>President for Academic Affairs</p>	<p>3. Concerned Citizen; 4. Leader.</p>	<p>units and programs of the College. 2. He/She shall recommend to the President academic policies pertaining to curricula, faculty appointments and assignments, and academic programs of the College; 3. He/She shall serve as Ex-Officio Chairman of the Curriculum Committee; 4. He/She shall coordinate the functions of all academic departments, units and offices; 5. He/She shall recommend to the President qualified persons for positions of deans, academic heads and other officials under her direct supervision; 6. He/She shall evaluate and review the work of the deans, academic heads, and other officials under her supervisions; 7. He/She shall recommend the taking of disciplinary action against faculty members whose actions adversely affect the academic interest of the College; 8. He/She shall submit to the President an annual report on academic matters/affairs; and</p>	<p>3. Academic Community; 4. Constitution of the Philippines; 5. God.</p>
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		9. He/She shall perform such other functions as the President may assign to him/her.	
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Section 4. The CEO-Vice President For Administration And Student Services. The CEO - Vice President for Administration and Student Services shall be appointed by the President, subject to the confirmation of the Board of Trustees.

Position	Qualifications	Tasks/Responsibilities	Accountability
CEO-Vice President For Administration And Student Services (VPASS)	<ol style="list-style-type: none"> 1. Ed. D. or Ph.D. Degree holder or its equivalent; 2. Owner; 3. Educator; 4. Concerned Citizen; 5. Leader. 	<ol style="list-style-type: none"> 1. He shall manage and supervise all administration and student services departments, units and offices of the College. 2. He shall recommend to the President administrative and student services policies necessary for effective and efficient operations; 3. He shall coordinate the functions of all various units under his supervision; 4. He shall recommend to the President, qualified persons to fill positions of different units under him; 5. He shall evaluate and review the work of the officers and personnel under his supervision; 6. He shall submit to the President an annual report on administrative 	<ol style="list-style-type: none"> 1. Office of the President; 2. SCC Board; 3. Academic Community; 4. Constitution of the Philippines; 5. God.

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		<p>and student services affairs;</p> <p>7. He shall recommend the taking of disciplinary action against non-faculty employees whose actions adversely affect the interest of the College; and</p> <p>8. He shall perform such other functions as the President may assign to him.</p>	
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Section 5. The CEO-Vice President For Finance, Research, Planning And Development. The CEO - Vice President for Finance, Research, Planning and Development shall be appointed by the President, subject to the confirmation of the Board of Trustees.

Position	Qualifications	Tasks/Responsibilities	Accountability
CEO-Vice President For Finance, Research, Planning And Development (VPFRPD)	<ol style="list-style-type: none"> Ed. D. or Ph.D. Degree holder or its equivalent; Owner; Educator; Concerned Citizen; Leader. 	<ol style="list-style-type: none"> He shall manage and supervise all finances, research, planning and development departments, units and offices of the College; He shall recommend to the President fund management, research, planning and development policies necessary for effective and efficient operations; He shall coordinate the functions of all various units under his supervision; 	<ol style="list-style-type: none"> Office of the President; SCC Board; Academic Community; Constitution of the Philippines; God.

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		<ol style="list-style-type: none"> 4. He shall recommend to the President, qualified persons to fill positions of different units under him; 5. He shall evaluate and review the work of the officers and personnel under his supervision; 6. He shall submit to the President an annual report on finance, research, planning and development affairs; and 7. He shall perform such other functions as the President may assign to him. 	
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Section 6. The Secretary of the Board of the Trustees. The Secretary of the College / Board of Trustees shall be elected by the Board of Trustees.

Position	Qualifications	Tasks/Responsibilities	Accountability
Secretary of the Board of Trustees	<ol style="list-style-type: none"> 1. College and masters degree holder or its equivalent. 2. Has corporate experience of at least 5 years; 3. Has exposure to academic operations. 	<ol style="list-style-type: none"> 1. He shall render technical assistance to the College President and the Board of Trustees in the formulation and implementation of policies, rules and regulations. 2. He shall monitor information to the different units/offices for the effective and efficient operations of the College; 3. He shall exercise supervision of the 	<ol style="list-style-type: none"> 1. Office of the Chairman/President; 2. Board of Trustees. 3. Constitution of the Philippines; 4. God.

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		<p>Records Management and Communication Systems in the College; and</p> <p>4. Liaises between the College and other government agencies and private institutions.</p> <p>5. He shall perform such other functions as the President and the Board of Trustees may assign to him for time to time.</p>	
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Section 7. Dean/s, Principal/s, and Director/s. Dean/s and Directors and other academic or administrative officials shall be appointed/designated by the President, subject to the confirmation by the Board of Trustees. They shall have their respective qualifications, tasks/responsibilities, and accountabilities as set forth in this Manual.

Article III. OFFICES UNDER THE PRESIDENT

Section 1. The Office of the Assistant to the President. The Assistant to the President shall provide technical assistance to the President matters particularly on confidential positions and information pertaining to the management and operation of the College. Perform other function that may be assigned by the President from time to time.

Position	Qualifications	Tasks/Responsibilities	Accountability
Assistant to the President	<ol style="list-style-type: none"> Bachelor degree holder in management and A Masters degree holder thereof. Has the trust and confidence of the President; Observer of the Code of Confidentiality; 	<ol style="list-style-type: none"> shall provide technical assistance to the President matters particularly on confidential positions and information pertaining to the management and operation of the College Perform other function that may be assigned by 	<ol style="list-style-type: none"> Office of the President; SCC Community; Office of the Vice President; God.

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	<ol style="list-style-type: none"> 4. Responsible; 5. With expertise in communication tasks of the OP; 6. Pleasant decorum. 	the President from time to time.	
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Section 2. The Secretary of the President. The Secretary of the President shall be appointed by the latter.

Position	Qualifications	Tasks/Responsibilities	Accountability
Secretary to the President	<ol style="list-style-type: none"> 1. Bachelor degree holder in any areas of: <ul style="list-style-type: none"> - Office management - Records keeping and Communication - Other related courses; 2. Has the trust and confidence of the President; 3. Observer of the Code of Confidentiality; 4. Responsible; 5. With expertise in communication tasks of the OP; 6. Pleasant decorum. 	<ol style="list-style-type: none"> 3. Provide secretariat services to the Office of the President; 4. Recorder, monitor, and reminder of the Presidents' schedule; 5. Perform other tasks delegated by the President; 6. Coordinated, relays, instruction, etc. from the Office of the President of the concerned departments, offices, units of the school; 7. Perform other tasks as per instruction from the Office of the President and Office of the Vice President. 	<ol style="list-style-type: none"> 5. Office of the President; 6. SCC Community; 7. Office of the Vice President; 8. God.

Section 3. The Legal And Publication Office. The Legal and Publication Officer (or the “Legal Counsel”) shall provide legal advice and other legal services as may be required, including investigations and hearings in and outside the College; prepares draft decisions or orders on adjudicated cases; prepares/edits contracts and other documents; provides and distributes all College publications students newspaper, faculty journal and newsletter for administrative personnel including

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informative archival and motivation materials in the form of magazines, brochures, posters, etc.; implements other function that may be assigned by the President and the CEO-Vice President for Administration and Student Services.

Position	Qualifications	Tasks/Responsibilities	Accountability
Legal Counsel	<ol style="list-style-type: none"> 1. Certified member of the Integrated Bar of the Philippines; 2. Has corporate – legal officer experience of at least 5 years; 3. Has corporate legal counselling expertise; 4. Has exposure to academic operations and related laws. 	<ol style="list-style-type: none"> 1. Provide legal counsel, advices, guidance to the SCC President, Board, and SCC as a whole; 2. Others that may be required or needed by the school in the area of law and legality. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice-President; 3. Board of SCC; 4. Academic Community; 5. Constitution of the Philippines; 6. God.

Section 3. Center for Online Education System. There shall be a Center for Online Education System. The Chairperson shall be appointed by the President.

3.1 The President shall have the following powers and duties in accordance to the functions and implementation of the Center for Online Education System:

- a. Provides direction, coordination, control and motivation of the organization and planning of instructional and administrative programs and activities of the college in conjunction with its vision, mission, goals and objectives as approved by the board of trustee.
- b. Guides the school stakeholders and being recognized as the first line of institutional leadership through online, blended, face-to-face and any other modalities. She holds many roles within the school and navigate each one to create a learning community that focuses on providing a quality education and vision of success for your students. Responsible for managing funds and cultivating leadership within the school community while effectively supporting teachers, other educators, parents, and

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students to bring them all together to develop a supportive and meaningful learning environment.

3.2 The **Chairman of the Center for Online Education System** shall have the following functions, duties, and responsibilities:

- a. Responsible for student services assists the college president in the direction, supervision and management of all matters pertaining to administrative and student services policies; coordinates the work of all administrative departments/offices in the college for harmonious functioning; may represent the president in official and/or social functions; and performs such duties that the president may assign from time to time;
- b. Conceptualize, propose, review and consolidate all major operational plans and proposals by internal offices and external partners for the provision of learning resources and engagement of delivery platforms or technologies within the institution for endorsement to the office of the president. Moreover, provides the standards and parameters for quality assurance;
- c. Shall formulate/propose to the SCC-BOT a system of protocols for the continuity of school operation/education/instruction in accordance with rules and regulations of the appropriate Government Agencies in times of disaster, crises and disruptions.

3.3 The **Director of the Center for Online Education System** shall have the following functions, duties, and responsibilities:

- a. Harmonize inter-strand positions on various aspects of learning resource and delivery platforms to operationalize the center, including content, quality, technicalities, partnerships and governance aspects.
- b. Perform such other functions as may be directed by the administrator for the efficient and timely delivery of learning resources and engagement of delivery platforms.

3.4 **Assistant Director of the Center for Online Education System** shall have the following functions, duties, and responsibilities:

- a. Establish the services for media relations, external consultants, resource persons to assist provide the public relations and communications as well as addressing difficult or complex issues and concerns on learning resources and delivery platforms and operations.
- b. Serve as the secretariat to provide research, technical and document support in the performance of the center's operational tasks and obligations.

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PART III

THE ACADEMIC DEPARTMENTS OF THE COLLEGE

Article I. The Departments of Instruction.

Section 1. Various Academic Departments. The Institution/College shall have the following departments:

- 1.1 Basic Education (Kindergarten to Junior High School or Grade 10);
- 1.2 Senior High School;
- 1.3 Tertiary which shall consist of the following Academic Departments:
 - a. Department of BEED;
 - b. Department of BSED;
 - c. Department of BSHRM;
 - d. Department of BSCS;
 - e. Department of BSTM;
 - f. Department of BSBA;
 - g. Department of AB Political Science; and
 - h. Other academic department of instructions as may hereinafter be created by the Board of Trustees upon the recommendation of the President.

Article II. OFFICIALS OF ACADEMIC DEPARTMENTS

Section 1. The Dean of the College. As a matter of policy, a Dean shall be designated by the President upon the recommendation of the VPAA, from among the ranking and qualified faculty members of the College for a term of 4 years which for justifiable reasons, maybe extended or earlier revoked. This policy also holds true to the case of the Assistant Dean. Unless, earlier revoked.

Position	Qualifications	Tasks/Responsibilities	Accountability
College Dean	<ul style="list-style-type: none"> 1. Has either a Ph.D. degree in the area of specialization of the college he/she heads; 2. Has a minimum of 10 years of teaching 	<ul style="list-style-type: none"> 1. Authorized lead officer of the college; 2. Take charge of the scope, quality, upgrading, enhancing curricular offering; 3. Take charge of faculty development efforts; 	<ul style="list-style-type: none"> 1. Office of the President 2. Office of the Vice President for Academic Affairs 3. Academic Community <ul style="list-style-type: none"> 3.1 Students

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	<p>experience in tertiary education;</p> <p>3. With at least 5 years administrative experience in the academe;</p> <p>4. Member of Professional Organization;</p> <p>5. Excellent result – oriented.</p>	<p>4. Oversee faculty performance;</p> <p>5. Assist in determining, reviewing, and recommending the programs to be offered;</p> <p>6. Take active part in devising, drafting, reviewing, and recommending the rules of discipline for the approval of the Board of Trustees;</p> <p>7. Take charge of the learners' varied concerns;</p> <p>8. Ensure quality education delivery to the learners;</p> <p>9. Operationalize the instructional mission/objectives of the college;</p> <p>10. Ensure high performance of graduates on government exams as proof of quality education they have received from the school;</p> <p>11. Oversee all academic concerns of the College;</p> <p>12. Responsible for producing highly competitive graduates;</p> <p>13. Responsible for implementing all policies of instruction;</p> <p>14. Recommended candidates for graduation;</p>	<p>3.2 Faculty.</p>
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		<p>15. Recommend candidates for honors and recognitions;</p> <p>16. Suggest possible innovation/s deemed essential in upgrading, improvement and development of the college;</p> <p>17. Join/affiliate membership of the institute with legitimate academic organization;</p> <p>18. Facilitate accreditation of the college towards excellence;</p> <p>19. Ingrain in the faculty members the importance of the growth through pursuance of graduate and post – graduate education, attendance in seminars, lectures, etc.;</p> <p>20. Recommend faculty for promotion upon presentation of credible academic credentials, etc.;</p> <p>21. Recommend, as the need arises/after fair investigation, the disciplinary action equated to the case committed by faculty and/or staff of the college;</p> <p>22. Perform assigned task by the Office of the President.</p>	
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Section 2. The Department Chairperson. There shall be a Chairperson for the different academic programs. The Chairperson shall be designated by the President on recommendation of the Dean and VPAA.

Position	Qualifications	Tasks/Responsibilities	Accountability
<p>Department Chairperson</p>	<ol style="list-style-type: none"> 1. Has either a Ph.D. degree or its equivalent in the area of specialization of the college he/she heads; 2. Has a minimum of 3 years of teaching experience in tertiary education; 3. With at least 5 years administrative experience in the academe; 4. Excellent result – oriented. 	<ol style="list-style-type: none"> 1. He/She shall assist provide leadership and supervision in her department. 2. She shall assist the Dean in academic personnel matters pertaining to her department. 3. She shall supervise the preparation of courses of study/syllabi; 4. She shall assist the Dean in the assignment of teaching loads, and special assignments of faculty members in her department. 5. She shall orient new faculty members in her department. 6. She shall assist the Dean in promoting professional activities of faculty development programs in her department. 7. She shall conduct faculty meetings in her department with prior notice of such meetings to the Dean. 8. She shall assist faculty members in her department in the 	<ol style="list-style-type: none"> 1. Office of the President 2. Office of the Vice President for Academic Affairs 3. Academic Community <ol style="list-style-type: none"> 3.1 Students 3.2 Faculty.

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		<p>selection of textbooks, references and other instructional materials.</p> <p>9. She shall assist the Dean in the supervision of academic advising of students in her department.</p> <p>10. She shall participate in professional activities pertaining to her discipline.</p> <p>11. She shall encourage faculty members in here department to improve their educational preparation and efficiency.</p> <p>12. She shall perform other duties usually pertaining to her position and such other duties as may be assigned by the Dean from time to time.</p>	
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Position	Qualifications	Tasks/Responsibilities	Accountability
Program Head	<p>1. This is a hired professional who performs both instructional task and other supervisory tasks related to their academic expertise and experience;</p>	<p>1. Plan other over-all program of the department, establishes performance goals and other related activities in consultation with the faculty and integrates the same in the over-all program of the institution;</p>	<p>1. Office of the President</p> <p>2. Office of the Vice President</p> <p>3. College Dean</p> <p>3. Academic Community</p> <p>3.1 Learners</p> <p>3.2 Faculty</p>

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	<ol style="list-style-type: none"> 2. A holder of either a Ph. D or Ed. D in the area of the department he/she heads; 3. Has instructional experience of at least 5 years or more; 4. Has leadership potential. 	<ol style="list-style-type: none"> 2. Coordinate academic activities in his/her particular discipline; 3. Supervise the teacher in his/her department in the following areas: <ol style="list-style-type: none"> a. Test construction and evaluation of student performance. b. Preparation and updating of course syllabi in his/her discipline. c. Classroom management and methodology of teaching; 4. Initiate updating of departmental curricular and recommends such revisions to the Director of Institutions; 5. Prepare the instruction agenda and participates in all the academic departmental meetings and furnishes the dean with the minutes of all such meetings; 	
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		<ol style="list-style-type: none"> 6. Coordinate with the Chief Librarian in the improvement of the library holdings and in the promotion of the use of the library by the faculty and students in his/her discipline, and records keeping of library use; 7. Prepare his department budget according to the established guidelines of the OP, OVP, and the budget of committee; 8. Encourage the faculty to grow professionally and support the objective of the college; 9. Prepare and submits and annual reports of the department to the Director of Instruction; 10. Safe-keep and maintain files, records, modules, teachers' guides, syllabi, instructional hand out, test questioners, and other activities of the department; 11. Recommend to the Director of Instruction the approval of field trips, substitution, and curricular activities; 	
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		<p>12. Plan and prepare class schedules and subject teaching loads of the faculty in his/her department and recommends them to the Director of Instruction for endorsement to the OVP;</p> <p>13. Oversee the maintenance of the cleanliness of his/her assigned are comfort room, classrooms, e.g. corridors/hallways, electricity and other school facilities;</p> <p>14. Check the teachers proper dress code and other code of conduct from an academican and becoming of professionals;</p> <p>15. Substitute and assign teachers in case of absence;</p> <p>16. Represent the school attending seminar and symposia;</p> <p>17. Submit reports about teachers' evaluation;</p> <p>18. Exercise "loco parents" (substitute parents) responsibility;</p> <p>19. Recommend and assign OIC in his/her absence;</p>	
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		20. Do other related tasks as may be assigned by the higher authority as stated in the administrative manual.	
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Section 3. The Principal for Senior High School. There shall be Principal for Senior High School. The Principal of Senior High School shall be designated by the President, upon the recommendation of the VPAA.

Position	Qualifications	Tasks/Responsibilities	Accountability
Senior High School Principal	<ol style="list-style-type: none"> 1. A holder of Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional units plus 6 units of management or has a Master's Degree in Education or Master's Degree equivalents. 2. Has 1 year experience as Secondary School Principal I; or 1 year as Head Teacher or 2 years as Head Teacher or 3 years as Master Teacher II 3. With at least 5 years administrative experience in the academe; 	<ol style="list-style-type: none"> 1. She shall provide leadership and supervision in her department. 2. She shall implement policies, rules and regulations of the College and the Department of Education, that pertains to Senior High School. 3. She shall recommend teachers for appointment promotion or removal. 4. She shall exercise general supervision and implementation of Senior High School curricular programs. 5. She shall monitor and evaluate the processes or guidelines on the faculty's preparation of curriculum maps, learning plans/teaching 	<ol style="list-style-type: none"> 1. Office of the President 2. Office of the Vice President for Academic Affairs 3. Academic Community <ol style="list-style-type: none"> 3.1 Learners 3.2 Faculty.

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	<p>4. Member of Professional Organization;</p> <p>5. Has attended seminars/workshops on Education Leadership Management;</p> <p>6. Has leadership potential.</p>	<p>guides and assessments.</p> <p>6. She shall provide technical assistance or coaching and mentoring on effective teaching strategies and classroom management.</p> <p>7. She shall provide a professional development program for faculty regarding the latest research techniques, trends in teaching and learning and industry and professional practice</p> <p>8. She shall perform such other assignments as may be assigned by the VPAA and the President from time to time.</p>	
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Section 4. The Principal for Basic Education. There shall be Principal for Basic Education. The Principal for Basic Education shall be designated by the President, upon the recommendation of the VPAA.

Position	Qualifications	Tasks/Responsibilities	Accountability
<p>Basic Education (Kindergarten to Junior High School) Principal/s</p>	<p>1. A holder of Bachelor’s degree in Secondary Education and/or Elementary Education; or Bachelor’s degree</p>	<p>1. She shall provide leadership and supervision in her department.</p> <p>2. She shall implement policies, rules and regulations of the</p>	<p>1. Office of the President</p> <p>2. Office of the Vice President for Academic Affairs</p>

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	<p>with 18 professional units plus 6 units of management or has a Master's Degree in Education or Master's Degree equivalents.</p> <p>2. Has 1 year experience as Secondary School Principal I; or 1 year as Head Teacher or 2 years as Head Teacher or 3 years as Master Teacher II</p> <p>3. With at least 5 years administrative experience in the academe;</p> <p>4. Has attended seminars/workshops on Education Leadership Management;</p> <p>5. Has attended at least 20 hours of training and development as an education leader;</p> <p>6. Has leadership potential.</p>	<p>College and the Department of Education, that pertains to Basic Education (K1-K10).</p> <p>3. She shall recommend teachers for appointment, promotion, transfer or removal.</p> <p>4. She shall exercise general supervision and implementation of Basic Education (K1-K10) curricular programs.</p> <p>5. She shall monitor and evaluate the processes or guidelines on the faculty's preparation of curriculum maps, learning plans/teaching guides and assessments.</p> <p>6. She shall perform such other assignments as may be assigned by the VPAA and the President from time to time.</p>	<p>3. Academic Community</p> <p>3.1 Learners</p> <p>3.2 Faculty.</p>
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Section 5. The Assistant to the VPAA. There shall be Assistant to the VPAA. The Assistant to the VPAA shall be appointed by the President upon the recommendation of the VPAA.

5.1 The Assistant to the VPAA shall perform the following functions:

- a. Provides technical assistance to the VPAA pertaining to academic matters, particularly on confidential positions;

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- b. Studies the necessity of all academic programs, policies and guidelines;
- c. Assist the VPAA in the evaluations of all documents, papers and projects for recommendation and/or approval;
- d. Studies the liability of various programs and projects of various offices under the VPAA.
- e. Performs other functions that may be assigned by the VPAA from time to time.

Section 6. Quality Assurance Office. There shall be Quality Assurance Officer. The Quality Assurance Officer shall be appointed by the President upon the recommendation of the VPAA.

6.1 The Quality Assurance Officer shall perform the following functions:

- a. Provides technical assistance to the VPAA pertaining to program and/or institutional accreditations offered by the College;
- b. Coordinate activities relative to accreditation;
- c. Collect and consolidate all documents from all offices/departments as required and needed for accreditation;
- d. Maintains and manages all documents needed for accreditation on the following areas of program/institutional accreditation such as but not limited to:

- Vision, Mission, Goals
- Curriculum and Instruction
- Faculty Force / Profile (Individual Personal Portfolio)
- Student Services
- Research and Production
- Extension Services / Community Engagement
- Physical Plant and Facilities
- Laboratory Equipment
- Library
- Administration
- Alumni Services
- Milestone Achievements / Awards / Recognition etc. etc.; and

- e. Conduct orientation programs relative to the goals and objectives of the all departments and its alignment with the Institution/College’s PVMGO;
- f. Propose evaluation of the orientation program and prepare reports therefor for the perusal and approval of the VPASS;
- g. Performs other functions as may be assigned by the VPAA / CEO-VPFRPD from time to time.

Position	Qualifications	Tasks/Responsibilities	Accountability
Overall in-charge Accreditation		1. Oversee the Accreditation Endeavours of SCC from;	1. Office of the President;

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<p>Endeavours of SCC</p>	<ol style="list-style-type: none"> 1. An active Accreditor or Practitioner; 2. Ph. D. or Ed. D. degree holder Major in Educational Management; 3. Advanced experience in schools' accreditation efforts; 4. Educator. 	<ol style="list-style-type: none"> 2. Preparation of requirements; 3. Exhibits (documents, visuals); 4. Orientation of SCC including its PVMGO; 5. Display/Design of accreditation rooms; 6. Documentation; 7. Transact in behalf of the school and with instruction from the President or Vice President regarding matters concerning its accreditation efforts; 8. See to it that the academe progresses to the higher levels of accreditation hierarchy; 9. Others that may be required within the area of this task of the institution. 	<ol style="list-style-type: none"> 2. Office of the Vice President; 3. SCC Community.
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Section 7. National Service Training Program (NSTP-ROTC) Office. There shall be NSTP –ROTC Coordinator.

7.1 The NSTP – ROTC Coordinator shall be appointed by the President upon the recommendation of the VPAA. The Coordinator shall perform the following functions:

- a. He shall effectively implement the policies, rules and regulations pertaining to NSTP –ROTC program.
- b. Shall coordinate with all offices, agencies that are mandated by law to implement this program.
- c. Perform other functions as may be assigned by the President / VPAA from time to time.

Position	Qualifications	Responsibilities	Accountability
In-charge of NSTP			

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	<ol style="list-style-type: none"> 1. Preferably a holder of MA in Education with specialization in Extension Service, Non-Formal Education, specialize education, Special Education and other related courses, whichever is higher; 2. With work experience as outreach teacher or extension implementer; 3. Willing to be assigned on field works and able to handle multitude of students and faculty; 4. Experience in faculty and staff administration; 5. Capable of proper documentation; 6. Perform other related tasks. 	<ol style="list-style-type: none"> 1. Make the schools NSTP program based on government policies and guidelines; 2. Oversee NSTP Studies; <ul style="list-style-type: none"> - Prepare and submit reports to the President to update her regularly; 3. Link the school's NSTP program with the community for compliance of the students curricular requirements; 4. Perform other related tasks. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. SCC Community; 4. Studentry; 5. Recipients of NSTP Projects.
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Position	Qualification	Responsibilities	Accountability
Commandant – Military Services Training	<ol style="list-style-type: none"> 1. Preferably a holder of a degree related 	<ol style="list-style-type: none"> 1. Supervise the concerns in the training of all CMT 	<ol style="list-style-type: none"> 1. Office of the President;

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	<p>to military services;</p> <p>2. With at least 3 years active military services;</p> <p>3. A PMA graduate (or other military institution) with excellent scholastic record, impeccable service record and endorsement from latest superior officer;</p> <p>4. Has exposure and experience in heading the NSTP of the academe.</p>	<p>cadets/cadettes, syllabi writing, module preparation for use in the program;</p> <p>2. Join CMT competitions and endeavour to win;</p> <p>3. Infuse discipline into the characters of the learner-trainees;</p> <p>4. Prepare learner-trainee for responsible citizenry;</p> <p>5. Facilitate acceptable citizenship training to the students.</p>	<p>2. Office of the Vice President;</p> <p>3. Office of the Director Instruction;</p> <p>4. Studentry;</p> <p>5. SCC Community.</p>
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Section 8. Office Of The Technical And Vocational Programs. There shall be Technical-Vocational Coordinator

8.1 The Technical-Vocational Coordinator shall be appointed by the President upon the recommendation of the VPAA. The Coordinator shall perform the following functions

- a. Provides direction and supervision of the Technical; and Vocational programs in accordance to the policies, rules and regulations of the College and TESDA.
- b. Manages the day to day operation of the Tech-Voc programs in the College for effectivity and efficiency
- c. Performs other functions that may be assigned by the VPAA from time to time.

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PART IV

THE ADMINISTRATION AND STUDENT SERVICES

Article I. THE ADMINISTRATION AND GENERAL SERVICES OFFICIALS

Section 1. The Director Of Administration And General Services. There shall be a Director of Administration and General Services that shall be appointed by the President upon the recommendation of the CEO-VPASS.

1.1 The Director of Administration and Services shall perform the following functions:

- a. Implements policies, rules and regulations;
- b. Performs general housekeeping functions;
- c. Supervises and Coordinates operations of Human Resources Management Office, Asset Management Office, Central Records Office, Building Grounds and Janitorial Services, Laboratories Equipment and Maintenance Security Operations, Motor Pool Maintenance and Services;
- d. Prepares reports for submission to the CEO-VPASS
- e. Performs other duties as may be assigned by the CEO-VPASS from time to time.

Section 2. Human Resource Management Officer. There shall be a Human Resources Management Officer that shall be appointed by the President upon the recommendation of CEO-VPASS.

Job Title	Description	Function	Accountability
Chief of Human Resources Office (HRO)	<ol style="list-style-type: none"> 1. A holder of AB/AS Psychology, or Ph.D./Ed.D. in Educational Management course involving humans in organization of its equivalent; 2. Has experience in handling 	<p>He/She shall be the arm of the OP and OVP in overseeing personnel concerns such as:</p> <ol style="list-style-type: none"> 1. Hiring; 2. Firing; 3. Recommending; 4. Apply/Implement policies concerning personnel discipline, contract signing, ranking, 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the VPASS; <p>SCC Community.</p>

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	<p>personnel management;</p> <p>3. Keep capable of documentation;</p> <p>4. Capable of creating employee database;</p> <p>5. Skills in contract-making;</p> <p>6.</p>	<p>position specifications, salary standardization, promotion, evaluation, records keeping documentation, recognition, and others as per instruction from the President;</p> <p>5. Documentation;</p> <p>6. Arbiter, negotiator;</p> <p>7. Crisis management;</p> <p>8. Perform other tasks related to functions or as instructed by the OP and/or OVP.</p>	
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Job Title	Description	Function	Accountability
HRO Assistant	<p>1. At least graduate of AB Psychology;</p> <p>2. Has experience working in the HR Offices;</p> <p>3. Effective HR skills;</p> <p>4. Excellent communication skills;</p> <p>5. Team player.</p>	<p>1. Perform all tasks assigned by the Chief HRD Officer;</p> <p>2. Perform other tasks assigned by the OP and/or OVP;</p> <p>3. Observe records confidentially;</p> <p>4. Efficiently perform assigned task/s.</p>	<p>3. Office of the President;</p> <p>4. Office of the VPASS;</p> <p>5. Chief of HRO</p> <p>6. SCC Community.</p>

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Job Title	Description	Function	Accountability
HRD Clerk	<ol style="list-style-type: none"> 1. At least graduate of Office Management or any of its equivalent; 2. Computer literate; 3. Efficient communication skills; 4. Keen with systematic records keeping; 5. Team player; 6. Observe records confidentiality. 	<ol style="list-style-type: none"> 1. Perform all clerical tasks assigned by the HRD Chief; 2. Assist in the records keeping etc.; 3. Perform other tasks. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the VPASS; 3. Chief of HRO 4. SCC Community.

Section 3. Asset Management Officer. There shall be Asset Management Offices that shall be appointed by the President upon the recommendation of the CEO-VPASS.

3.1 The Asset Management Officer shall perform the following functions:

- a. Safeguards College properties and office equipment;
- b. Prepares and update inventories of all College properties, including those in other Annexes/Campuses;
- c. Recommends for approval the repair, condemnation or replacement of office equipment, buildings, offices in the College;
- d. Prepares and evaluates the insurance of all buildings and properties including motor vehicles;
- e. Prepares and implements annual procurement program needed by the College;
- f. Acquires stores and issues supplies, materials and equipment needed by the various offices;
- g. Controls the consumption of materials and supplies;
- h. Prepares monthly supply inventories and adjustment reports and semi-annual inventory reports of building, properties, equipment and supplies;

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i. Performs such other related functions that may be assigned by the CEO-VPASS from time to time.

Section 4. Building and Grounds Maintenance and Janitorial Services Supervisor. There shall be Building and Grounds Maintenance & Janitorial Services Supervisors that shall be appointed by the President upon the recommendation of the CEO-VPASS.

4.1 The BGMJS Officer shall perform the following functions:

- a. Attends to the proper care and repair of the College building, fixtures, including electrical, plumbing, sewer installation and water system;
- b. Studies the location plan and determine functional and aesthetic aspects of the building designs;
- c. Supervises on-going construction projects for conformity with approval plans and specifications;
- d. Prepares illustrations architectural drawings and other artworks needed by the College;
- e. Attends to the maintenance and landscaping of the grounds in the College and Annexes/Campuses;
- f. Maintains cleanliness of the buildings Offices, classrooms, restrooms, laboratory rooms etc.;
- h. Assist other offices/units in the labor manpower needs;
- i. and Performs other tasks or duties as may be assigned by the CEO-VPASS from time to time.

Position	Qualifications	Responsibilities	Accountability
School Building Administrator	1. He/She must hold a degree in Civil/Structural engineering; 2. With PRC – issued license to practice profession; 3. Capable of managing utility crew/personnel;	1. Secure the maintenance, care, repair, etc. of all structures in the campus for the safety of the buildings and their occupants/users; 2. See to the upkeep of the facilities; 3. Prepare/design institutional plans for each areas of	1. Office of the President; 2. Office of the Vice President; 3. Office of the Director Of Non-Instruction; 4. Studentry; 5. SCC Community.

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	<p>4. With skills in fabrication and maintenance;</p> <p>5. With knowledge in horticulture, landscaping and other related skills in land/ground aesthetic designs;</p> <p>6. With troubleshooting skills related to work problems and concerns;</p> <p>7. Skills to supervise manpower under his/her supervision.</p>	<p>responsibility and implement them;</p> <p>4. Troubleshoot any on the spot problems within the scope of his tasks;</p> <p>5. Conduct annual or bi-annual checking of all aspects of the structure/s to ensure safety;</p> <p>6. Perform other tasks that may be assigned by higher authority;</p> <p>7. Recommend facility improvement, repair, etc. to the authorities he/she is accountable to;</p> <p>8. In charge of selection and purchase of products/materials necessary for the upkeep of the whole college, both in the main campus and annexes.</p>	
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Section 5. Laboratory Equipment Maintenance Supervisor There shall be Laboratory, Equipment Maintenance Supervisor that shall be appointed by the President upon the recommendation of the CEO-VPASS.

5.1 The LEM Supervisor shall perform the following functions:

- a. Attends to the proper and repair of the College Laboratory Equipment and instructional facilities & equipment;
- b. Attends to the proper care and maintenance of all laboratory rooms, audio-visual facilities, sports facilities, etc.
- c. To ensure effective and efficient utilizations and use of all laboratory facilities etc. etc.
- d. Performs other duties that may be assigned by the CEO-VPASS from time to time.

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Section 6. Security Operation Supervisor. There shall be Security Operation Supervisor that shall be appointed by the President upon the recommendation of the CEO-VPASS.

6.1 The SOS shall perform the following functions:

- a. Provides security for personnel, installations, classified documents and materials and other properties of the College against treat, sabotage, fire, pilferages, theft and damages;
- b. Conducts investigation on physical and document security violations;
- c. Conducts security checks, surveys and inspections;
- d. Maintains peace and order within the College and Annexes/Campuses; and
- e. Performs other duties that may be assigned by the CEO-VPASS from time to time.

Position	Qualifications	Responsibilities	Accountability
School Chief Security Officer	<ol style="list-style-type: none"> 1. He/She must be a graduate of a criminology or its equivalent; 2. Must be licensed service personnel who has worked as a military officer and/or police officer or a lawyer, whose line of expertise. 	<ol style="list-style-type: none"> 1. Shall take the lead in the security of the entity of SCC and all the human residents of the school; 2. Facilitate protection, peace and order in SCC; Perform other tasks assigned. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director of Non-Instruction; 4. Studentry; SCC Community.

Position	Qualifications	Responsibilities	Accountability
Security Force and Staff	<ol style="list-style-type: none"> 1. Licensed Security Guard; 2. Preferably with college education and/or degree 	<ol style="list-style-type: none"> 3. Secure the entity of SCC and all the human residents of the school; 4. Facilitate protection, peace and order in SCC; 5. Perform other tasks assigned. 	<ol style="list-style-type: none"> 5. Office of the President; 6. Office of the Vice President; 7. Office of the Director of Non-Instruction;

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	<p>whichever is higher;</p> <p>3. Has complete control over temper;</p> <p>4. Expertise in securing the safety of SCC physical plants, facilities and manpower.</p>	<p>8. Studentry;</p> <p>9. SCC Community.</p>
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Section 7. Motor Pool Services Supervisor. There shall be Motor Pool Services Supervisor that shall be appointed by the President upon the recommendation of the CEO-VPASS.

7.1 There shall be Motor Pool Services Supervisor that shall be appointed by the President upon the recommendation of the CEO-VPASS. The MPS Supervisor shall perform the following functions:

- a. Attends to the maintenance and repair of all College vehicles;
- b. Prepares trip tickets;
- c. Schedules trip of vehicles;
- d. Assists others as per request in monitoring problems and;
- e. Perform other tasks that may be assigned by the CEO-VPASS from time to time.

Section 8. Assistant to the CEO-VPASS. There shall be Assistant to the CEO-VPASS that shall be appointed by the President upon the recommendation of the CEO-VPASS.

8.1 The Assistant to the CEO-VPASS shall perform the following functions:

- a. Provides technical assistance to the CEO-VPASS pertaining to administrative and student services matters particularly on confidential positions;
- b. Studies necessity of all administrative and student services policies;
- c. Assist the CEO-VPASS in the evaluations of all documents, papers and projects for recommendation and/or approval;
- d. Studies the viability of various college projects; and

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- e. Perform other functions that may be assigned by the CEO-VPASS from time to time.

Section 9. Data Protection Officer. There shall be a Data Protection Officer that shall be appointed by the President upon recommendation of the CEO-VPASS in accordance with the policy of the College, Republic Act No. 10173 otherwise known as the “Data Privacy Act of 2012” (DPA), and its Implementing Rules and Regulations (IRR).

9.1 The Data Protection Officer shall perform the following functions:

- a. Monitor the College’s compliance with the DPA, its IRR, issuances by the National Privacy Commission (NPC) and other applicable laws and policies;
- b. Formulate/Propose a system of records keeping that ensure confidentiality, security, accessibility and retrievability of school records, data and documents according to DPA.
- c. Coordinate with the School Registrar/Records Officer/
- d. Collect information to identify the processing operations, activities, measures, projects, programs, or systems of the College, and maintain a record thereof;
- e. Analyze and check the compliance of processing activities, including the issuance of security clearances to and compliance by third-party service providers;
- f. Inform, advise, and issue recommendations to the College;
- g. Advise the College as regards the necessity of executing a Data Sharing Agreement/Non-Disclosure Agreements with third parties, and ensure its compliance with the law;
- h. Advise the College regarding complaints and/or the exercise by data subjects of their rights (e.g., requests for information, clarifications, rectification or deletion of personal data);
- i. Inform and cultivate awareness on privacy and data protection within your organization, including all relevant laws, rules and regulations and issuances of the NPC;
- j. Advocate for the development, review and/or revision of policies, guidelines, projects and/or programs of the College relating to privacy and data protection, by adopting a privacy by design approach;
- k. Serve as the contact person of the College vis-à-vis data subjects, the NPC and other authorities in all matters concerning data privacy or security issues or concerns and the College.
- l. Cooperate, coordinate and seek advice of the NPC regarding matters concerning data privacy and security; and
- m. perform other duties and tasks that may be assigned by the College that will further the interest of data privacy and security and uphold the rights of the data subjects.

Article II. THE STUDENT SERVICES OFFICIALS

Section 1. The Director Of Student Services. There shall be a Director of Student Services that shall be appointed by the President upon the recommendation of the CEO-VPASS.

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1.1 The Director of Student Services shall perform the following functions:

- a. Implements policies, rules and regulations aimed to facilitate total development of the students;
- b. Exercises general supervisions over the offices of Admission and Registration, Guidance and Counseling, Library, Medical and Dental, Scholarship and Financial Assistance, Alumni Relations and Career and Placement.

Position	Qualifications	Responsibilities	Accountability
Student Affairs Officer	<ol style="list-style-type: none"> 1. He/she must be a holder of L/B degree or a BS in Psychology, Guidance and Counselling, or BS Education major in either Guidance Counselling, Values Education, Campus Journalism and/or Theatre Arts; 2. An advantage if he/she has a graduate or post graduate on Student Personnel Services; 3. Has at least 2 years' experience as SAO; 	<ol style="list-style-type: none"> 1. Prepare institutional Students Affairs Plan (SAP); 2. Operationalize SAP; 3. Plan should include concerns on: school canteen, medical – dental services, interest groups, student government, student organization/s, college paper, transportation or shuttle graduate on Student Personnel Services; 4. Has at least 2 years' experience as SAO; 5. Tactful and skilled communicator; 6. Excellent HR skills; 7. Has expertise in organizing managing and supervising student affairs concerns; 8. Has every high degree of morality 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director of Non-Instruction and Director of Instructions; 4. Studentry; 5. Parents.

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	<p>4. Tactual and skilled communicator;</p> <p>5. Expertise in organizing managing and supervising student affairs concerns;</p> <p>6. Has every degree of morality and spiritual wisdom.</p>	<p>and spiritual wisdom.</p>	
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Section 2. The Admission And Registration Officer. There shall be Admission and Registration Officer that shall be appointed by the President upon the recommendation of the CEO-VPASS.

2.1 The Admission and Registration Officer shall perform the following functions:

- a. Provides assistance in implementing all policies, rules and regulations regarding student admissions to the College;
- b. Assumes administrative responsibility over college students' admissions;
- c. Formulates and implements policies and procedures on registration;
- d. Prepares statistical reports on enrolment data;
- e. Consolidates and check list of enrolled students submitted by the College Dean and Department Chairpersons, Principals and Coordinators;
- f. Posts student grades and evaluations;
- g. Provides system of storage and retrieval of the academic and other records of students;
- h. Issues transcript of records of students, diplomas, certifications and clearances to students/graduates; and
- i. Performs other functions as may be assigned by the CEO-VPASS from time to time.

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Job Title	Description	Function	Accountability
<p>Chief Registrar/ College Registrar</p>	<ol style="list-style-type: none"> 1. At least a graduate of Management courses preferably Major in Office/Records Management or any courses equivalent to such; 2. Should have a mastery communication, both written and oral; 3. Has the skill to negotiate, link and others, with CHED and other line agencies of the government in terms of documents related to school operators issued or released by such agencies? 	<ol style="list-style-type: none"> 1. Lead records oversee and department head; 2. Create systematic organization of records of both the school and the students; 3. Oversee documentation process of the College; 4. Manage manpower / personnel involved in records keeping and other related tasks; 5. Do tasks' assigned by the OP/OVP; 6. In charge with the MIS (Management of Information System) in the area of Studentry; 7. Create student documents, classes, etc. database; 8. Assist the President and VP keep all DepEd and CHED communication, memo, instructions, and others for the school reference guide and implementation; 9. Responsible for the efficient and 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. CHED; 4. Learners.

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		<p>punctual delivery of students' documents and others;</p> <p>10. Do liaison task for SCC with DepEd CHED, TESDA and other related entities;</p> <p>11. Produce a list of candidates, for graduation on time;</p> <p>12. Perform other tasks assigned by those with authority.</p>	
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Job Title	Description	Function	Accountability
Assistant Registrar	<ol style="list-style-type: none"> 1. Similar with the Chief/College Registrar in the academic preparation; 2. Have fluent skills in both written and oral communication; 3. Assist the Chief/College Registrar with the connection of the school to other alien agencies of the government in terms of documents related to school 	<ol style="list-style-type: none"> 1. Do the tasks delegated by the Chief College Registrar; 2. Assist Chief/College Registrar in overseeing the management of the Colleges documentation and records keeping of the Office and Students' records and students' academic concerns. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. CHED; 4. Chief Registrar; 5. Learners.

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	operations issued or released by such agencies.		
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Job Title	Description	Function	Accountability
Records Officers I and Records Officers II	<ol style="list-style-type: none"> At least a graduate of Secretarial course or Bachelor course, whichever is higher; Computer literate; With skills in programming and other e-records keeping this is an advantage. 	<ol style="list-style-type: none"> Record with specific tasks given or assigned by the Chief/College Registrar; Shall hold in confidence all records entrusted to his/her office; Oversee the safekeeping of documents / records under his/her care; Implement effective and efficient management of records, from creation, maintenance, and disposal of documents; Assist in tracking communications and follow up actions on applications and requests from clients; check 	<ol style="list-style-type: none"> Office of the President; Office of the Vice President; CHED; Chief and Assistant Registrar; Learners/Clients.

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		<p>completeness of enclosures or attachments;</p> <p>6. Prepare letters and issuances, assign number series; maintain permanent files for issuances and retrieve/replace amended issuances; release updated issuances for the information of concerned offices;</p> <p>7. Control and safeguard vital and permanent records of SCC to provide continued reference and information necessary for management decision-making; keep records of enduring value in the Archives;</p> <p>8. Coordinate with the ICT division and other concerned offices the establishment and maintenance of an e-records management</p>	
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		<p>system for SCC, in coordination with offices concerned;</p> <p>9. Submit records inventory for appropriate recommendations and perform other related functions.</p>	
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Job Title	Description	Function	Accountability
Encoder / Clerk	<ol style="list-style-type: none"> Has a degree or a graduate of a computer course, specifically Programming or any bachelor's course whichever is higher; Computer literate; Should have a good command of English both written and oral. 	<ol style="list-style-type: none"> Encode all records for encoding; Shall observe confidentially under his/her care; Shall perform tasks assigned to him/her. 	<ol style="list-style-type: none"> Office of the President; Office of the Vice President; Chief / College Registrar; Immediate Superior.

Section 3. Guidance and Counseling Officer. There shall be Guidance and Counseling Officer that shall be appointed by the President upon the recommendation of the CEO-VPASS.

3.1 The Guidance and Counseling Officer shall perform the following functions:

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- a. Administer and implements the guidance and counseling programs and activities of the College provides consultative services to faculty, faculty members and administrative personnel;
- b. Conducts and implements appropriate researches and evaluate programs on guidance and counseling;
- c. Provides counselor educational experience for practicum/ on the job training students seeking assistance for their course requirements;
- d. Implements and conduct a College testing programs; and
- e. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Job Title	Description	Function	Accountability
Chief Guidance Officer	<ol style="list-style-type: none"> 1. Licensed Guidance Counselor with any of the below; 2. Ed.D., Ph.D., or MA in psychology would be an additional advantage; 3. At least with 3 years of experience as Guidance Counselor of an Academic institution; 4. Psychometrician; 5. Has pleasant decorum/ personality; 6. Has skills in positive human relations; 7. Team player. 	<ol style="list-style-type: none"> 1. Prepare Institutional Guidance Program of the School; 2. Provide guidance and counselling services to all students; 3. Oversee the administering and evaluation of entrance exams and its evaluation, to students applicants/ transferees to qualify them for enrolment; 4. Shall have open communications with the parents/guardians of the students with diagnosed exceptionality behavioral/ emotional / mental problems and/ or other negative indications of learners who needs professional assistance in protection of the majority of students; 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. SCC Learners; 4. Parents / guardians of students.

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		<ol style="list-style-type: none"> 5. Facilitate the school with updated/upgraded testing materials necessary in the operation of the school Offices; 6. Perform additional tasks assigned to him/her by the OP or OVP; 7. Coordinates with College (department heads), with cases concerning their respective students for recommendation, etc.; 8. Communicate or disseminate annual results of faculty, staff, and employee evaluations with HRD, OP and OVP, and actual personnel and staff; 9. Communicates with parents and guardians, status of academic performance, attendance and other concerns of their students’. 	
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Job Title	Description	Function	Accountability
Guidance Staff I and Guidance Staff II	<ol style="list-style-type: none"> 1. Graduate of AB Psychological or; 2. Graduate BS Guidance Counselling or; 3. BS Education Graduate with major in Guidance Counselling; 	<ol style="list-style-type: none"> 1. Do Psychometrician tasks; 2. Do G&C Services clerical tasks; 3. Involved with complete documentation of G&C Services; 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Head of Non-Instruction; 4. HRD Chief; 5. Deans / Coordinators of

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	<ol style="list-style-type: none"> 4. With work experience as Guidance Staff, for at least 1 year; 5. Psychometrician; 6. Pleasant decorum and personality; 7. With skills in both oral and written communication; 8. Team player. 	<ol style="list-style-type: none"> 4. Administer annual faculty and non-teaching evaluation; 5. Prepare reports of #4 and to be submitted to the school GC for official action and dissemination; 6. Assist in implementing Guidance Program of the school; 7. Perform tasks delegated to him/her. 	<ol style="list-style-type: none"> different academic programs; 6. Studentry.
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Position	Qualifications	Responsibilities	Accountability
In-charge of Committee on Students Discipline Education (CSDE)	<ol style="list-style-type: none"> 1. Preferably a degree holder in Psychology or MA in Educational Psychology, whichever is higher; 2. With 2-3 years' work experience as a discipline officer, guidance counselor or student affairs officer; 3. Work experience as 	<ol style="list-style-type: none"> 1. Design and plan precautionary programs for students welfare and discipline; 2. Closely monitor the code of conduct prescribed in the school and make sure that such is properly operationalized and followed; 3. Coordinate with the guidance unit, faculty, college deans, parents and guidance 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Non-Instruction; 4. In-charge of student personnel services.

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	<p>an adviser to a school interest group/ organization/ student government is an advantage.</p>	<p>with regard to learners concerns; 4. Perform other related tasks.</p>	
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Position	Qualifications	Responsibilities	Accountability
<p>In-charge of Student Organization or Student Government</p>	<ol style="list-style-type: none"> 1. Preferably a degree holder in Psychology or a course in Humans Guidance Counselling; 2. With at least 2-5 years working experience as adviser to a school interest group; 3. With a line of specialization related to the focus of the interest group he/she is adviser to; 4. Skilled communication competence. 	<ol style="list-style-type: none"> 1. In-charge of the activities of the group under his/her care, though the crafting of constitution and by-laws anchored on the school's VMGO; 2. Implement an orderly and systemized calendar of activities within the school year coordinated with SAO and Guidance Office; 3. Observed direct communication with academic program heads for any activity or undertaking stipulated in 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. SAO; 4. Guidance Office.

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		their approved calendar of activities; 4. Perform other related tasks.	
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Section 4. College Librarian. There shall be College Librarian that shall be appointed by the President upon the recommendation of the CEO-VPASS.

4.1 The College Librarian shall perform the following functions:

- a. Provides assistance in giving effective and efficient library/Learning Resource Center (LRC) services to the College;
- b. Assumes administrative responsibility for the day to day operation of the Library in the College;
- c. Recommends and implements rules and regulations for Library day to day management and operations;
- d. Recommends the purchase of books, professional magazines, e-books and all other instructional materials for the students, faculty members and other stakeholders; and
- e. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Job Title	Description	Function	Accountability
College Chief Librarian	1. Licensed Librarian; 2. Graduate of Library Science course; 3. With Ph.D/Ed.D or MA in Library Science, whichever is higher; 4. With at least 3 years of experience as Chief Librarian	1. Prepare the Institutional Library Program; 2. Increase, improve and oversee library holdings; 3. Oversee shuttle libraries or Reading Centers for each of the programs offered by the College;	1. Office of the President; 2. Office of the Vice President; 3. Office of the Property Custodian; 4. Office of the School Auditor.

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	<p>from the academic institution or its equivalent;</p> <p>5. Has network with publishers, other sources of instructional materials;</p> <p>6. Has expertise in the collection and selection of acquiring materials for library use;</p> <p>7. With skills in supervising library manpower;</p> <p>8. Capable of handling tasks that may be assigned;</p> <p>9. A team player.</p>	<p>4. Prepare requisition/purchase of new materials;</p> <p>5. Maintain linkages/network with publications and other sources of instructional materials;</p> <p>6. Regularly update and upgrade library holdings;</p> <p>7. Perform other tasks delegated by OP or OVP;</p> <p>8. Manage Library Staff and personnel;</p> <p>9. Introduce (endorse) to Deans/Heads of academic programs, new listings of books for acquisition;</p> <p>10. Heads the Textbook Committee of the college;</p> <p>11. Prepare status/progress report on library spots in library operations;</p> <p>12. Troubleshoot problem spots in library operations;</p> <p>13. Perform other tasks that may be assigned from the</p>	
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		office of SCC authorities.	
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Job Title	Description	Function	Accountability
Librarian Staff I and Library Staff II	<ol style="list-style-type: none"> Graduate of Bachelors in Library Science; May be all licensed librarian; MA in Library Science; Graduate of BS Education, Major in Library Science; Has at least 1 year of experience in an academic library; Computer literate. 	<ol style="list-style-type: none"> Perform tasks assigned to him/her like: <ul style="list-style-type: none"> Filipiniana Section Staff; Circulation Section Staff; In-charge Periodical Sections; Others; Perform other tasks delegated to him/her by the Chief Librarian; Prepare reports and other communications and documentations; Prepare advertisements/ announcements of New Library Acquisition for school community information; Deliver courteous library services to student population and the whole SCC Community. 	<ol style="list-style-type: none"> Office of the President; Office of the Vice President; Office of the property Custodian; Office of the School Auditor.

Position	Qualifications	Responsibilities	Accountability

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<p>In-charge of Instructional Materials</p>	<ol style="list-style-type: none"> 1. He/she may be a Library Science or Educational graduate or any related course; 2. With at least 3 years teaching experience or has worked as a librarian or library staff; 3. Have a major in or have taught preparations and Evaluation of Instructional Materials; 4. With IT skills; 5. Has wide perspective preparation, selected and evaluation of materials with instruction potentials. 	<ol style="list-style-type: none"> 1. Oversee / manage Instructional Management Unit; 2. Upgrade is for the different programs; 3. Prepare complete collection / database of modules, course outlines, teachers guide and the like; 4. In charge of information dissemination on the latest IM updates and trends in teaching provided by DepEd. and CHED; 5. Perform other relate tasks.. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director Instruction; 4. Deans and Heads of different Colleges and Departments; 5. Studentry; 6. SCC Community.
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Section 5. Medical / dental officer/s. There shall be Medical/Dental Officer/s that shall be appointed by the President upon the recommendation of the CEO-VPASS.

5.1 The Medical/Dental Officer/s shall perform the following functions:

- a. Formulates plans, programs, policies, rules and operating standards affecting the health services in the College community;

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- b. Directs, supervises and implements health care services in the College;
- c. Prescribes procedures in the implementation of policies and regulations;
- d. Provides consultative and advisory services to the entire College community on medical and oral health matters; and
- e. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Position	Qualifications	Responsibilities	Accountability
School Physician	<ol style="list-style-type: none"> 1. He/she must be a licensed medical practitioner with specialization in General Medicine, Pediatrics, Internal Medicine, Etc.; 2. Should have at least one year medical practice; 3. With pleasing personality; 4. With a sincere concern for the delivery of medical services to SCC communities; 5. With skilled communication capacities; 	<ol style="list-style-type: none"> 1. Prepare on Institutional Medical Health Program of the School (IMPS); 2. Implement and oversee IMPS; 3. Oversee the medical needs of the Academic Community including all its administrators, personnel, Faculty, Staff, etc.; 4. Implement DOH advisories; 5. Facilitate physical and medical examinations of students and school population specially prior to enrolment and hiring; 6. Head the medical clinic or dispensary of the school; 7. Prepare reports of the services status 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director of Non-Instruction; 4. Studentry; 5. SCC Community.

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	6. Skilled in personnel management.	of the medical unit of SCC.	
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Position	Qualifications	Responsibilities	Accountability
School Dentist	<ol style="list-style-type: none"> 1. He/she should be a licensed Doctor of Dental Medicine; 2. Should have at least one year dental practice; 3. With pleasing personality. 	<ol style="list-style-type: none"> 1. Prepare the Institutional Dental Program of the School (IDPS); 2. Implement IDPS; 3. Oversee the dental needs of the Studentry and the school population; 4. Prepare annual report for submission to the office of the President. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office if the Vice President; 3. Office of the Director of Non-Instruction’; 4. Studentry; 5. SCC Community.

Position	Qualification	Responsibilities	Accountability
School Nurse	<ol style="list-style-type: none"> 1. He/She should be a Registered Nurse; 2. With at least 2 years’ experience in the practice of Nursing; 3. Within pleasing personality; 4. Computer literate; 5. With competent 	<ol style="list-style-type: none"> 1. Should assist the Medical Doctor and Dentist in the operation of the medical – dental services of the school; 2. Double – task as records keeper of the unit; 3. Assist the Doctor/Dentist in the preparing the annual report; 	<ol style="list-style-type: none"> 1. Medical Doctor; 2. Dentist; 3. Office of the President; 4. Office of the Vice President; 5. Office of the Director of Non-Instruction; 6. Studentry; 7. SCC Community.

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	communication skills; 6. With soothing voice.	4. Perform other task/s that may be assigned.	
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SECTION 6. Scholarship And Financial Assistance Officer. There shall be Scholarship and Financial Assistance Officer that shall be appointed by the President upon the recommendation of the CEO-VPASS.

6.1 The Scholarship and Financial Assistance Officer shall perform the following functions:

- a. Coordinates and administers the College’s scholarship and financial assistance programs;
- b. Recommends guidelines and policies pertinent to scholarship and financial assistance programs and activities; and
- c. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Section 7. Alumni Relations Officer. There shall be Alumni Relations Officers that shall be appointed by the President upon the recommendation of the CEO-VPASS. The Alumni Relations Officers shall perform the following functions:

- a. Serves as the link between alumni and the College;
- b. Prepares, conducts and supervises alumni programs and activities;
- c. Assists alumni in their needs and problems; and
- d. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Section 8. Career And Placement Officer. There shall be Career and Placement Officers that shall be appointed by the President upon the recommendation of the CEO-VPASS.

8.1 The Career and Placement Officers shall perform the following functions:

- a. Assists College students and graduates in landing a job;
- b. Implements effectively the College programs in the placement of its graduates in providing manpower to government and private sectors;
- c. Adopts a system of continuous and up-to-date information of work opportunity for graduates and students of the College; and
- d. Performs other functions that may be assigned by the CEO-VPASS from time to time.

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Section 9. Coordinator of the Center For Culture And Arts. There shall be a Coordinator of the Center for Culture and The Arts that shall be appointed by the President upon the recommendation of the CEO-VPASS.

9.1 The Coordinator of the CCA shall perform the following functions:

- a. Strengthens and sustains cultural developmental goals of the College;
- b. Stimulates cultural conscientiousness in all sectors;
- c. Integrates and harmonizes the goals, programs and activities of different cultural groups under the Center;
- d. Fosters closer relationship and establishes cultural exchanges with cultural groups of other educational institutions, government agencies, private associations and foreign embassies/consulate offices; and
- e. Performs other functions that may be assigned by the CEO-VPASS from time to time.

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PART V

THE FINANCE, RESEARCH, PLANNING AND DEVELOPMENT

Article I. THE FUND MANAGEMENT SERVICES OFFICIALS

Section 1. The Director Of Fund Management Services. The Director of Fund Management Services that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Director of Fund Management shall perform the following functions:

- a. Recommends policies affecting the financial operation of the College;
- b. Enforces and supervises implementation of existing financial policies and prescribes procedures in its implementation;
- c. Reviews and appraises the soundness adequacy and application of accounting and financial control;
- d. Ascertain the reliability of accounting and other financial data development within the College;
- e. Prepares financial statements and reports required by management and by the other government entities;
- f. Directs and controls the operation of different units under the Fund Management Services of the College, such as Accounting Office, Budget Office, Cashiers Office and Purchasing Office
- d. Performs other duties and responsibilities assigned by the CEO-VPFRPD from time to time.

Section 2. The Accounting Officer. There shall be an Accounting Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Accounting Officer shall perform the following functions:

- a. Analyzes financial records, classifies, summarizes and communicates all transactions involving the receipt and disposition of funds and of students accounts;

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b. Uses journals and accounts to record transactions as the budget is carried out in order to:

- Produce information concerning past operations and present conditions.
- Provide a basis for guidance for future operations.
- Provide for control of the acts of officers in the receipt, disposition and utilization of funds and property.
- Report on the financial position and the results of the operation of the College.

c. Propose/recommend and implement a fiscal and accounting policies of the College

d. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Job Title	Description	Function	Accountability
Accounting Officer	<ol style="list-style-type: none"> 1. Certified Public Accountant; 2. A holder of a degree in Accountancy; 3. Has expertise in handling corporate accounts; 4. Trustworthy; 5. Has fluent command of both written and oral communication; 6. Has skills in handling personnel under his/her office; 7. Has the trust and confidence of the President and Vice President. 	<ol style="list-style-type: none"> 1. Assist the President and the Vice President to oversee the correct accounting of cash flows, bookkeeping, and records keeping, updating, and other accountancy concerns; 2. He/she is directly under the supervision of the OP and OVP; 3. Has direct coordination and communication with the Treasure, Auditor, and Cashier Offices; 4. Shall perform other tasks as per instruction from the OP and OVP; 5. Transact regular and update extension by the OP and OVP, 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Auditing Office; 4. Accounting Office

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		<p>financial statement status of SCC;</p> <p>6. Book/account keeping expertise of SCC;</p> <p>7. Do manual or as per instruction by the OP/OVP, financial statement status of SCC;</p> <p>8. Other tasks as per instruction from OP and/or OVP.</p>	
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Job Title	Description	Function	Accountability
Account Clerk	<ol style="list-style-type: none"> 1. A BSBA graduate Major in Accounting; 2. Has mastery of bookkeeping; 3. Responsible and trustworthy; 4. Has work experience in an accounting firm office; 5. Excellent practicum recommendation; 6. Has good command of both written and oral communication; 7. Precise and exact. 	<ol style="list-style-type: none"> 1. Shall perform with precision tasks assigned from the Accounting Office; 2. Shall keep clean records keeping, presentable and precise; 3. Assist the Accountant in the delivery of services of the accounting department; 4. Shall have active coordination with the Office of the Treasurer and Auditing Office; 5. Perform other tasks as per instruction of 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Treasury Office; 4. Accounting Office; 5. Auditing Office.

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Job Title	Description	Function	Accountability
Auditor	<ol style="list-style-type: none"> 1. Must be a certified Public Accountant (CPA) 2. With experience in handling Auditing functions; 3. Trustworthy; 4. Has expertise in auditing academic accounts; 5. Keen with efficiency and honesty of reports; 6. Has the trust and confidence of the President and Vice President. 	<ol style="list-style-type: none"> 1. Audits all financial Transactions and concerns of the school with permission/clearance from the OP; 2. Shall perform other functions emanating from the OP; 3. Should there be hired External Auditor by the OP, and with permission from the OP can/may consult with the External Auditor. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President.

Section 3. The Budget Officer. There shall be a Budget Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Budget Officer shall perform the following functions:

- a. Process and analyzes work and financial plans and other budgetary request of the different functions and activities of the College;
- b. Converts budgetary information into machine readable language for computer processing;
- c. Prepares materials for and participates in the preparations of the budget and control of obligations and expenditures within the approved College budget;
- d. Process and recommends for approval disbursement vouchers for salaries, equipment and supplies through request for obligations of allotment (ROA); and

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e. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Section 4. The Cashier Officer. There shall be a Cashier Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Cashier Officer shall perform the following functions:

- a. Receives, disbursed and handles College funds;
- b. Prepares updated reports;
- c. Remits to the BIR, SSS, Pag-Ibig, Phil Health and other entities (government or private) monthly payroll deductions;
- d. Provides data of annual employees/personnel income;
- e. Controls issuance of checks in accordance with cash allotment approved by the College;
- f. Receives collections and deposits the same in the College's Official depository bank/s; and
- g. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Job Title	Description	Function	Accountability
Chief Cashier	<ol style="list-style-type: none"> 1. BA holder of any business and / or finance course or the equivalent; 2. Computer literate; 3. Has fluent mathematical skills or memory skills; 4. Trustworthy; 5. Has at least 2-3 years of job – related experience; 6. Honest; 7. Efficient records-keeper; 8. Has the trust and confidence of the 	<ol style="list-style-type: none"> 1. Do collections and receipts of cash flows of the College; 2. Prepare disbursement of compensation and wages of all faculty, personnel, administration, and employees of the school on a twice a month basis 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. School Treasurer / controller; 4. Students Manpower.

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	<p>President and the Vice President.</p>	<p>on designated dates as per instructions from the OP/OVP of the College.</p> <ol style="list-style-type: none"> 3. Shall issue receipts of payments made by students and others for tuition fees payable; 4. He/she shall be under the supervision of the School Treasurer / Comptroller ; 5. Shall perform additional tasks that may be assigned to him/her. 	
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Job Title	Description	Function	Accountability
<p>Cashier I and Cashier II</p>	<ol style="list-style-type: none"> 1. BA holder of any business and / or finance course or the equivalent; 2. With above average numeracy skills; 3. With above average communication skills; 	<ol style="list-style-type: none"> 1. Perform specific tasks assigned by the Chief Cashier with correctness; 2. Shall observe strict confidentiality 	<ol style="list-style-type: none"> 1. Office of the President ; 2. Office of the Vice President; 3. Treasurer / Comptroller; 4. Chief Cashier.

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	<p>4. With skills in exact documentation;</p> <p>5. Trustworthy.</p>	<p>of scope of tasks;</p> <p>3. Shall perform tasks with utmost honesty and precision.</p>	
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Section 5. Purchasing Officer. There shall be a Purchasing Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. Purchasing Officer shall perform the following functions:

- a. Attends to the acquisition/purchase of supplies, materials and equipment, including fixtures and facilities needed by the College for smooth operation;
- b. Coordinates with the Asset Management Office and other offices regarding the logistics needs of different offices;
- c. Keep in touch with outside developments in products and pricing;
- d. Follow and implements pertinent policies, rules and regulations on purchasing of the College; and
- g. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Section 6. Assistant To The CEO-VPFRPD. There shall Assistant to the CEO-VPFRPD that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Assistant to the CEO-VPFRPD shall perform the following functions:

- a. Provides technical assistance to the CEO-VPFRPD pertaining to the financial, research, planning and development services matters particularly on confidential positions;
- b. Studies the necessity of all financial, research, planning and development services and policies;
- c. Assist the CEO-VPFRPD in the evaluations of all documents papers and projects; and
- d. Performs other functions that may be assigned by the CEO-VPFRPD from time to time.

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Article II. THE RESEARCH, PLANNING & DEVELOPMENT SERVICES OFFICIALS

Section 1. The Director of Research, Planning And Development Services. There shall be a Director of Research, Planning and Development Services that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Director of RPDS shall perform the following functions:

- a. Provides general management and administrative leadership in the offices and all units under the Office of Research, Planning and Development such as research and evaluation, Sports Development, Community Engagement, and Management Information System/ICT;
- b. Recommends plans, programs and projects to the CEO-VPFRPD/ CEO-VPASS/ President for recommendation and approval of the Board of Trustees; and
- c. Performs other functions assigned by the CEO-VPFRPD from time to time.

Job Title	Description	Function	Accountability
Director of Research, Planning and Development	<ol style="list-style-type: none"> 1. Holder of Ph.D. in Educational Research (P.h.D. EdRe); 2. A researcher; 3. Fluent communicator; 4. Had at least five years of research exposure; 5. Has an eye for potential research and development endeavours; 6. Has expertise in linkaging and networking; 7. Has the capacity to 	<ol style="list-style-type: none"> 1. Oversee research and development work of SCC; 2. Acquire commissioned research/es for the academe as another ISP effort of SCC; 3. Promote, facilitate either faculty and student researches as a tool for SCC development; 4. Facilitate the referring of researches done; 5. Facilitate the publication of referred researches; 6. Others related to the task of research and development; 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President.

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	<p>organize IGP through commissioned researches.</p>	<p>7. Come up with research products which are bases for SCC expansion, improved social involvement of the academe;</p> <p>8. Cooperate and work with the directors of the other functions of the academe for other research potentials or research ;product implementation;</p> <p>9. Perform other tasks with instructions from higher authorities.</p>	
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Section 2. The Research And Evaluation Officer. There shall be a Research and Evaluation Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Research and Evaluation Officer shall perform the following functions:

- a. Plans, directs, supervises, coordinates and evaluates the activities of Research and Evaluation Office;
- b. Undertakes institutional researches and evaluative studies covering all sectors in the College;
- c. Provides technical assistance in the preparation of research designs and in the collection, processing, analyzing and interpreting research data to the faculty and students;
- d. Undertake feasibility study and other studies for the College; and
- e. Performs other functions that may be assigned by the CEO-VPASS from time to time.

Section 3. Planning and Development Officer. There shall be a Planning and Development Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Planning and Development Officer shall perform the following functions:

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- a. Plans, directs, supervises, coordinates and evaluates the activities in the Planning and Development Office;
- b. Provides technical assistance in Planning and Development activities for the Offices and the College;
- c. Integrates the different plans of Offices/Units into a College Plan;
- d. Analyze and evaluates periodically the status of programs and projects;
- e. Prepares projection on College enrolment and graduates and estimates future funding for faculty, personnel infrastructure, facilities, equipment, textbooks and etc. etc.; and
- f. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Section 4. Special Projects Officer. There shall be a Special Projects Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Special Projects Officer shall perform the following functions:

- a. Liaises with funding agencies in order to acquire funding support for researches;
- b. Provides technical assistance to personnel involved in funded research, projects, liaises with agencies, institutions, associations and individuals in order to explore sources of donations, grants and other resource generating projects;
- c. Undertakes feasibility studies;
- d. Provides technical assistance in processing College property acquisitions;
- e. Explores possible areas and sources to generate income for the College; and
- g. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Section 5. The Sports Development Officer. There shall be a Sports Development Officer that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Sports Development Officer shall perform the following functions:

- a. Plans, directs, manages, coordinates and evaluates the programs and activities in the recruitment, training of varsity players;
- b. Generates interest and intensifies participation in sports by promoting a program that inspire students, faculty, personnel and alumni to take part;

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c. Responsible and accountable in the day to day training and competition of varsity players; and

d. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Position	Qualifications	Responsibilities	Accountability
Department Head – Sports Development	<ol style="list-style-type: none"> 1. Preferably a graduate of BSE Major in Physical Education with MA in PE; 2. An athlete or a PE teacher for at least 2-3 years; 3. May also be physical Therapist or the equivalent. 	<ol style="list-style-type: none"> 1. Prepare an Instructional Physical Education Program; 2. Oversee the updating and improvement of course syllabi, modules, lesson plans and instructional materials; 3. Take charge of the gym, sports office, procurement of tools/ equipment, safety and maintenance of above; 4. Lead the department and manage the faculty members and their upgrading through faculty development in the form of graduate or post 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director of Instruction; 4. Deans of the Different Programs.

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		graduate studies.	
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Section 6. The Community Engagement Coordinator. There shall be a Community Engagement Coordinator that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Community Engagement Coordinator shall perform the following functions:

- a. Plans, directs, implements, coordinates and evaluates events, activities, outings, workshops and other services to the surrounding communities of the College;
- b. Facilitates stronger relationships among and between community members; and
- c. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Job Title	Description	Function	Accountability
Description of Community Extension Services (CES) or social Involvement	<ol style="list-style-type: none"> 1. He/she must be a holder of PhD. Or MA in Extension Administration; 2. Has expertise in project management in social programs for deprived and under serviced communities; 3. Has expertise in linking and networking for sourcing funds and support for SCC-CES; 4. Has expertise in designing CES program 	Oversee SCC-CES through: <ol style="list-style-type: none"> 1. Design SCC-CES program; 2. Enter the partnership with CES community partners through MOA/MOU; 3. Mobilize SCC community to be involved in SCC-CES; 4. Monitor and evaluate each program/project implementation; 5. Facilitate fund sourcing of SCC-CES; 6. Project SCC-CES budget; 7. Create networks and linking to facilitate assistance or 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President.

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	<p>and facilitating this to CES partners;</p> <p>5. Has expertise in evaluating CES programs and projects done and either enrich, upgrade or replicate the program consultation with CES partners;</p> <p>6. Has expertise in handling manpower involved in CES;</p> <p>7. Has expertise in social mobilization in:</p> <p>7.1 SCC/School</p> <p>7.2 DDU Community Partner</p> <p>7.3 Other social entities like the Barangay, LGU units, NGO;</p> <p>8. Has expertise to generate or create fund sourcing activities to</p>	<p>coordination of SCC-CES;</p> <p>8. Manage school and community-based manpower valued in the CES efforts;</p> <p>9. Perform other task as instructed by the OP or the OVP;</p> <p>10. Do researches on a per CES project done and on its impact or affectivity to either continue, replicate, replace or terminate the program;</p> <p>11. Help facilitate empowerment of the CES community partner towards a sustainable status;</p> <p>12. Prepare CES status reports for the OP and OVP.</p>	
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	<p>support SCC-CES programs and projects;</p> <p>9. Has the expertise to operationalized Partner Community's involvement in the improvement of their status of life;</p> <p>10. Has the expertise to facilitate partner community's return to a better dignified and sustainable life.</p>		
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Section 7. The Management Information System / Information And Communication Technology

(MIS/ICT) Officer. There shall be an Officer of the Management Information System/Information Communication Technology (MIS/ICT) that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Officer of the MIS/ICT Center shall perform the following functions:

- a. Provides and maintains ICT infrastructure in the College;
- b. Develops, manages and administers the College website;
- c. Recommends ICT solutions to College process;
- d. Recommends ICT solutions to College process;
- e. supports electronically-mediated education programs and activities;

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- f. Undertakes support for ICT training and development education;
- g. Develops and tests prototype ICT enterprises;
- h. Recommends and implements policies and programs to facilitates effective and efficient use of ICT in the College;
- i. Supervises the operation of Information System Development Programming;
- j. Develops College wide standards and procedures to improve information generations in the College;
- k. Coordinates with the various units in the College;
- l. Ensures uniformity and quality of information/data;
- m. Provides pieces of advise the CEO-VPFRPD/CEO-VPASS/President on the implementation of ICT programs and projects;
- n. Continuously develop, improve, validates and revises operating systems and procedures for the smooth operations of the College; and
- o. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.

Position	Qualifications	Responsibilities	Accountability
In-charge of Computer Services	1. Preferably a holder of a degree in information Technology, Computer Science, Electronics & Communications Engineering , Computer Programming (Basic/Advanced), Computer Technology, the equivalent or any higher course;	1. Prepare the Institutional IT Program. 2. Set-up, maintain operate and oversee the computer services unit; 3. Responsible for the computer education/literacy of the faculty and personnel of the school to cope with IT developments in the academe; 4. Operate and maintain an office automation system;	1. Office of the President; 2. Office of the Vice President; 3. Office of the Director on Non-Instruction; 4. SCC Community.

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	2. With at least 3 to 5 years experience in managing an IT department/unit/office.	5. Perform other task as per instruction.	
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Section 8. The International Relations And Networking Officer. There shall be an Officer of the Center for International Relations and Networking that shall be appointed by the President upon the recommendation of the CEO-VPFRPD. The Officer of the CIRN shall perform the following functions:

- a. Prepares and recommends policies programs and activities towards the development of International Relations and Networking’s with International organizations of similar institutions and/or professional organizations in other countries to facilitates research, students and faculty exchange programs; and
- b. Performs other functions that may be assigned by the CEO-VPFRPD / CEO-VPASS / President from time to time.



ST. CLARE COLLEGE

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PART VI

CONDITIONS OF EMPLOYMENT

Article I. GENERAL PROVISIONS

Section 1. The Board of Trustees shall confirm all appointments made by the President and shall fix the compensation, hours of services and such other duties and conditions as the Board may promulgate in accordance with existing laws.

Section 2. No person who is found by the College Physician to be suffering from any contagious or infectious disease or who is physically or mentally unfit to perform academic or administrative functions shall be appointed to the College. There shall be conducted an annual physical examination of all employees of the College.

Article II. ACADEMIC STAFF

Section 1. The Academic Staff of the College shall be composed of the teaching staff and the non-teaching staff .

Section 2. The members of the teaching staff shall be classified as regular and non-regular.

Section 3. The members of the faculty are as follows:

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Professional Lecturer
- Associate Lecturer
- Assistant Lecturer
- Part-time Instructor
- Special Lecturer
- Exchange Professor

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- Visiting Professor
- Senior High School Teacher (for SHS)
- Teacher (for K1-K10)

Section 4. The members of the academic non-teaching staff shall include the following:

- a. Registrar, admission officer, placement officer, chief student affairs, guidance counselors, psychologists/psychometricians, researchers, research aides, research assistants, research associates, research fellows, statisticians, statistical aides ICT specialists/programmers.
- b. Professional extension workers
- c. Librarians
- d. Technical Training and Development Specialists
- e. Chefs, Chefs Specialist

Section 5. Appointments of non-regular members of the faculty are deemed terminated at the end of the term.

Section 2. Qualifications.

All appointments to the faculty shall be made strictly on the basis of merit and fitness. No religious or political test shall be required, nor shall the religious and political beliefs of the faculty of the College be made a matter of examination or inquiry.

Members of the faculty of the College, especially in the tertiary department, are preferably Masters Degree holders. However, faculty members that shall teach board courses/programs must all be board passers.

Section 3. Appointments.

All appointments and/or promotions in the faculty shall be made by the President in accordance with College policies and/or criteria and confirmed by the Board of Trustees.

The competence of new faculty members shall be determined by the Dean after consultation with the Department Chairperson using as basis the criteria approved for the purpose.

In all appointments given to non-regular members of the faculty, appointees who are commended with other branches of government or non-government agencies shall present

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written permits from the head of their respective departments and shall state the total member of hours a week they are teaching and/or studying in other schools.

No person shall be appointed to the faculty on full-time basis, If said person is in the staff of any other University or College, provided that when the immediate requirements of the College justify the appointment and no other applicant approximates the needed high professional and scholastic competence such other person may be appointed on a part-time basis, until another, who possesses the desired competence and is not connected with other educational institutions is available and willing to accept such appointment.

On the recommendation of the Dean and endorsement of the Vice President for Academic Affairs, the President may appoint a visiting professors subject to the confirmation of the Board.

Section 4. Compensation

Members of faculty shall receive compensation in accordance with the salary scale approved by the Board of Trustees and/or in accordance with related laws, rules and regulations.

Non-regular faculty members shall be paid for each hour of actual service and for such other compensable services in accordance with existing laws and policies approved by the Board of Trustees.

Regular and Non-regular faculty members may be allowed to teach and/or study after their office hours in the College. Request for permission to teach and/or study should, however, be secured at least one week before the start of the school term in accordance with existing rules and regulations.

Section 5. Promotion.

5.1 In determining promotions in the faculty, careful consideration shall be given to the following factors: at least satisfactory efficiency rating, teaching ability of the candidate, research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity and good personal character and conduct, and potential for growth.

5.2 The Human Resource Department shall, in coordination with the Dean, Principals, and VPAA, VPFRRD, recommend a scheme/scale for evaluation of the faculty members and non-teaching staff for their promotion and their salary rate prior to the commencement of the School Year or Semester, as the case may be.

5.3 Such Recommendation for promotion scheme/scale shall be reviewed and approved by the SCC-BOT.

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5.4 Basic Education:

POSITION	QUALIFICATIONS	
	EDUCATIONAL ATTAINMENT	WORKING EXPERIENCE
TEACHER		
Teacher 1	Bachelor Degree in Education, Licensed Professional Teacher	With 2 years experience
Teacher 2	Bachelor Degree in Education, Licensed Professional Teacher	With 4 years experience, relevant trainings, outstanding achievement, and research & development
Teacher 3	Bachelor Degree in Education, Licensed Professional Teacher	With 5 years experience, relevant trainings, outstanding achievement, research & development, innovation, public speaking engagement, community extension, and potential
MASTER TEACHER		
Master Teacher 1	Bachelor Degree in Education, Licensed Professional Teacher, with 18 units in Master Degree	With 5 years experience, relevant trainings, outstanding achievement, research & development, innovation, public speaking engagement, community extension, leadership potential, and very satisfactory rating for the 3 rating period
Master Teacher 2	Bachelor Degree in Education, Licensed Professional Teacher, with 24 units in Master Degree	With Master Teacher I for 3 years, relevant trainings, outstanding achievement, published research, implemented innovation, resource speaker for 3 years, community extension, leadership potential, and very satisfactory rating for the 4 rating period

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Master Teacher 3	Bachelor Degree in Education, Licensed Professional Teacher, full pledge Master Degree Holder	With Master Teacher II for 3 years, relevant trainings, outstanding achievement, published research, implemented innovation, resource speaker for 3 years, community extension, outstanding leadership potential, very satisfactory rating for the 5 rating period and highly recommended by the Superiors
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5.5 Senior High School:

POSITION	QUALIFICATIONS	
	EDUCATIONAL ATTAINMENT	WORKING EXPERIENCE
TEACHER		
Teacher 1	Bachelor's Degree in any related field	no experience required, no LET
Teacher 2	Bachelor's Degree in any related field	2 years relevant experience + LPT
Teacher 3	Bachelor's Degree in any related field with 9 units in MA	3 years relevant experience
Teacher 4	Bachelor's Degree in any related field with 18 units in MA	3 years in St. Clare College + LPT
Teacher 5	Bachelor's Degree in any related field with completed academic requirements	5 years in St. Clare College + LPT
MASTER TEACHER		
Master Teacher 1	Master's degree Holder	2 years experience in any related field
Master Teacher 2	Master's degree Holder	5 years experience in any related field + 2 years in St. Clare
Master Teacher 3	Master's degree Holder	5 years experience in any related field + 5 years in St. Clare College
Master Teacher 4	Master's degree Holder	5 years experience in any related field + 10 years in St. Clare College

5.6 Tertiary

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POSITION	QUALIFICATIONS	
	EDUCATIONAL ATTAINMENT	WORKING EXPERIENCE
INSTRUCTOR		
Instructor 1	Bachelor's Degree in any field	no experience required
Instructor 2	Bachelor's Degree in any field	2 years experience
Instructor 3	Bachelor's Degree + Units in Masters	3 years experience
MASTER INSTRUCTOR		
Master Instructor 1	Master's Degree Holder	5 years experience in any related field
Master Instructor 2	Master's Degree Holder	5 years experience in any related field + 2 years in St. Clare
Master Instructor 3	Master's Teacher Degree Holder + PhD units + 2 years in St. Clare College	5 years experience in any related field + 2 years in St. Clare
PROFESSOR		
Asst. Professor 1	PhD Holder	5 years experience in any related field
Asst. Professor 2	PhD Holder	5 years experience in any related field + 2 years in St. Clare
Asso. Prof. 1	PhD Holder + 5 years in St. Clare College	5 years experience in any related field + 5 years in St. Clare College + eligibility
Asso. Prof. 2	PhD Holder	5 years experience in any related field + 10 years in St. Clare College + eligibility
	Lawyer	5 years experience in any related field + eligibility (Lawyer)
	PhD Holder	5 years experience in any related field + 12 years in St. Clare College
	Former University President	
	Director, Department of Education	
	Undersecretary	

Section 6. Academic Freedom.

6.1 Members of the teaching staff shall enjoy academic freedom: Provided, however, that no faculty member in the College shall directly or indirectly inculcate sectarian tenets and/or

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political partisanship in any of the teachings under penalty of dismissal by the Board of Trustees.

6.2 Academic freedom is the right of the teacher to teach his subject of specialization according to his best lights; To hold, in other subjects, such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his/her duties as a member of the faculty, or that shall not be adverse to his loyalty to the College that employs him. Within this specific framework which would be interpreted broadly the following principles are hereby declared:

6.3 The College shall not impose any limitation upon the teacher's freedom in the exposition of his/her own subject in the classroom or in speeches and publications;

6.4 The College shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative;

6.5 . The College shall recognize that the teacher in speaking or writing outside of the institution on subject beyond the scope of his/her field of study, is entitled to the same freedom and is subject to the same responsibility as attached top all other citizens but in added measure;

6.6 The College shall, as a center of higher and/or advance learning, stimulate and encourage the pursuit of truth, in every way possible;

6.7 It is understood, however, that St. Clare College of Caloocan City assumes no responsibility for views expressed by members of its staff, and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions or beliefs.

6.8 If the conduct of a teacher in his/her classroom or elsewhere shall give rise to doubts concerning his fitness for his positions, the question shall in all cases be submitted first to a committee of the faculty, and in no case shall a regular member of the teaching staff be dismissed without full and open hearing before the Board of Trustees or its representatives, should he/she desire it, and only upon sufficient notice.

Section 7. Tenure/Regularization/Probationary Period of Faculty Members

7.1 A probationary period of at least three (3) consecutive years of satisfactory service for Teaching Personnel under the Basic/SHS Department and Tertiary Department shall apply. A letter, notifying the Employee of his/her appointment to permanent status, will be issued at the end of a very satisfactorily completed Probationary Period. Provided, that for

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Teaching Personnel, he/she shall possess the minimum qualifications of a full-time faculty and academic qualifications under the relevant provisions of the Revised Manual of Regulations for Private Schools in Basic Education (“MORPSBE”)¹ or the Manual of Regulations for Private Higher Education (“MORPHE”)² and/or other relevant rules and regulations of the Department of Education (“DepEd”) and Commission on Higher Education (“CHED”).

Article III. ADMINISTRATIVE STAFF

Section 1. Appointment. Appointments to positions in the Administrative staff shall be in accordance with the labor laws, policies and regulations of the College.

Section 2. Tenure/Regularization/Probationary Period

2.1 Appointments in the administrative staff shall either be permanent or temporary, substitute or emergency (casual).

2.2 A permanent appointment shall be issued to those who meet the qualifications prescribed by laws, rules and regulations, and policies of the College.

2.3 For Non-Teaching Personnel, the probationary period of six (6) months under the Labor Code shall apply. For the avoidance of doubt, the probationary period stated herein shall in no case contravene the relevant provisions of the Labor Code for Non-Teaching Personnel, and the MORPSBE or MORPHE, as the case may be, for Teaching Personnel.

2.4 In view of the need to fill immediately a vacant position, temporary appointments may be issued to those who have not meet the qualifications prescribed by laws, rules and regulations, including the policies of the College. Temporary appointments shall not extend beyond twelve months unless renewed.

2.5 A substitute appointment is issued to one who is hired to take the place of one who is on leave and such appointment shall be terminable upon the return of the former employee/staff, but not to exceed one year unless renewed.

2.6 An emergency (casual) appointment with a stated period of time shall be issued to those whose services are needed in the interest of the service. Persons who hold such appointment do not enjoy tenure and therefore their appointment may be terminated anytime.

Section 3. Compensation. All administrative Officers and employees shall be paid salaries or wages as fixed existing pertinent laws, rules and regulations.

¹ DepEd Order No. 88, s. 2010, as amended by DepEd Order No. 11, s. 2011.

² CHED Memorandum Order No. 40, s. 2008

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Section 4. Working hours

4.1 Administrative staff of the College shall render forty (40) hours services a week in accordance with law.

4.2 As a general rule all College Officials and personnel performing administrative functions shall record their time of service by the use of bandy clock unless otherwise exempted by the President from the use thereof, in which case the time service shall be duly recorded in the prescribed form (FORM 48) in writing.

4.3 When the interest of the College so warrants the proper College authorities (CEO-VPASS / CEO-VPFRPD / President) may require any official/personnel to render overtime service.

Section 5. Promotion

The Human Resource Department shall, in coordination with the VPASS and VPFRD, shall promulgate schemes/scales for promotion with respective salary scales. The Human Resource Officer shall provide for evaluation of the Administrative Staff for promotion and such other purposes relative to their employment.

Article IV. POLICIES AND PROCEDURES OF EMPLOYMENT

Section 1. SCC employs two (2) general categories of employees. They are the Teaching/Academic Staff and Non-Teaching/Administrative Staff or Employees.

Section 2. Recruitment.

A. Teaching Employees

The hiring of Teaching Personnel, also known as faculty member, is one of the most crucial responsibilities of the college. It is guided by three (3) criteria:

- a. Academic or professional expertise and preparation
- b. Teaching ability
- c. Personality of the applicant

The Human Resources Office (HRO) is assisted by the office of the respective Program Head.

The HR Officer facilitates the procedures of application implemented in the College. They are as follows:

1. Filing of Application

All applicants are required to submit the following documents to the HRD Personnel:

- a. Updated Personal Data Sheet

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- b. Curriculum Vitae/Resume (2pcs)
- c. Application letter
- d. 2x2 size colored pictures (2 pcs)
- e. Photocopy of the Official Transcript of Records
- f. Certificates of Seminars attended (if any)
- g. Diploma
- h. License ID/PRC ID (if applicable)
- i. Proof of Professional Membership (if any)
- j. Birth Certificate/Marriage Contract
- k. NBI Clearance
- l. SSS ID (photocopy)
- m. PHIL HEALTH ID (photocopy)
- n. PAG-IBIG (photocopy)
- o. TIN ID (photocopy)

2. Initial Interview

The Human Resources Officer conducts the initial interview for screening

3. Written Examinations

Screened applicants will undergo the written examinations.

4. Demo Teaching

List of qualified applicants will be posted on the HRD Bulletin of information for demo teaching schedule.

5. Final Interview

Qualified applicants will be subjected to the final interview with the members of the Management committee headed by the School President.

6. Training and Faculty Orientation

Applicants with appointment are required to attend a series of trainings and orientation to familiarize with the College's PVMGO, faculties and teaching procedures.

Releasing of teacher's load is during the last of the orientation.

B. Non - Teaching Employees

The office of the Human Resources Coordinator (HRC) is the arm of the Office of the President (OP) and Office of the Vice – President (OVP) entrusted with the task of hiring Non – Teaching employees/s.

The Non-Teaching applicant shall proceed to fulfill nos. 1-3 and nos. 5 procedures followed by the Teaching applicant, except for no. 4, Demo Teaching and no. 6, training Faculty Orientation.

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The Training and Orientation of hired employees' shall be done by the head of the Office where they hired non-teaching employee will be assigned.

The Orientation shall likewise include the College's PVMGO.

Section 3. Job Description, Specification and Accountability

All hired Teaching and Non-Teaching employees, regardless of status of employment shall have specific job descriptions/specifications and are accountable to the Office of the President (OP) and the Office of the Vice-President (OVP) and individually, to the designated head of the department or office where he/she is assigned.

Article V. LEAVE PRIVILEGES

Section 1. General provision

Leave of absence in the College shall be classified as follows:

- a. Teacher's Leave
- b. Cumulative Leave (Vacation-Sick Leave)
- c. Maternity Leave

Section 2. Teacher's leave

2.1 Full-Time members of the faculty who do not normally perform administrative functions shall be on the teachers leave basis. They shall render service for only forty weeks of the calendar year, and shall entitled to two weeks Christmas vacation and ten weeks long vacation during summer with full pay for such vacation periods, less deductions for proportionate reduction of vacation due to absence/s without pay during the school year, if any.

2.2 The inter-semester period shall not be a vacation for the faculty members but shall, for the purpose of giving them time to grade examination papers, prepare reports of students grades, clear up all other pending academic and committee work, and help in the registration for the following semester.

2.3 Service credits may be granted to faculty members on teacher's leave basis for services rendered by them during vacation period and/or non-working days; Provided that such services were duly authorized by proper authorities (CEO-VPASS / CEO-VPFRPD /President).

2.4 Service credits may be used for purposes of the following:

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- a. To offset authorized absences due to illness of the faculty or any member of his/her immediate family.
- b. To offset deduction for proportionate reduction of vacation with pay.
- c. To offset absences without pay maternity leave.

Such services credits are not commutable and any unused service credits are automatically forfeited upon separation from the service.

2.5 No vacation salary shall be paid a faculty member who has been separated from the service by dismissal for cause.

Section 3. Vacation – Sick Leave

3.1 Vacation and sick leave shall be granted to members of the faculty who regularly perform administrative functions and to officers, employees and laborers, whether emergency (casual) workers.

3.2 After six months of continuous and satisfactory service, the persons mentioned in the preceding article shall be entitled to vacation and sick leave at the of 7 days vacation leave and 5 days sick leave of absences with full pay, exclusive of Saturdays, Sundays, and holidays, for each year of service.

3.3 Vacation leave and sick leave shall be taken within a calendar year in which it was earned, cannot be carried over to the succeeding year.

3.4 Vacation leave may be enjoyed for any cause provided the employees service be spared without detriment to the service. Sick leave, however, may be granted only on account on sickness on the part of the employee concerned or of any member of his immediate family, not due to immoral habits, intemperance or will full misconduct.

Section 4. Maternity leave

4.1 A female employee, regardless of civil status or the legitimacy of her child, who is a Social Security System (SSS) member who has paid at least three (3) monthly contributions in the twelve (12)-month period immediately preceding the semester of her childbirth, miscarriage, or emergency termination of pregnancy shall be paid her daily maternity benefit which shall be computed based on her average monthly salary credit for one hundred five (105) days, regardless of whether she gave birth via caesarian section or natural delivery, subject to the conditions set forth herein and the Republic Act No. 11210 otherwise known as the “105-Day Expanded Maternity Leave Law”. Provided, that in case the employee qualifies as a solo parent under Republic Act No. 8972, or the “Solo Parents’ Welfare Act”, the said employee shall be granted an additional fifteen (15) days maternity

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leave with full pay. Whereas, maternity leave of sixty (60) days with full pay shall be granted for miscarriage or emergency termination of pregnancy.

- 4.2 Enjoyment of maternity leave cannot be deferred but should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding one hundred five (105) days, as the case may be.
- 4.3 An additional maternity leave of thirty (30) days, without pay, can be availed of, at the option of the female employee: Provided, That the employer shall be given due notice, in writing, to the President through the CEO-VPASS to make the necessary arrangements for continuance of the service of the substitute teacher/employee at least forty-five (45) days before the end of her maternity leave: Provided, further, That no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the head of the agency.
- 4.4 Employees who are expectant mother should submit applications for maternity leave on the prescribed form duly supported by a medical certificate, through their immediate supervisor, at least three weeks before effective date of leave.
- 4.5 A faculty member on maternity leave may return to duty at any time during the semester after the termination of her leave. Her position shall be relinquished by the substitute teacher upon her return to duty.
- 4.6 If a female employee applies for a leave immediately after the expiration of her maternity leave (105 days) such leave shall be charge against her vacation and sick leave, in accordance with the policy of the college.
- 4.7 When a teacher goes on maternity leave at the beginning of the Christmas vacation or the long vacation, she should be granted first the Christmas vacation pay, and then the sixty (60) days maternity leave pay, out of the one hundred five (105) maternity leave.
- 4.8 Proportional vacation pay should not be granted at the same time the faculty goes on maternity leave if her leave does not extend to the end of the school year. In computing for long vacation pay for the school year, the period of actual service rendered during the school year including that covered by the maternity leave, as well as the absences offset by vacation service, should be counted as service rendered during the school year.
- 4.9 Part-time members of the faculty who expect to give birth during a semester should notify their respective Dean/Principal/s about the matter. They shall not be given assignments during the semester in which they expect to give birth, Violation of this provision shall deprive the faculty of assignments in the succeeding term.
- 4.10 In no case that the foregoing shall be construed as to contravene the provisions of the 105-Day Expanded Maternity Leave Law.

Section 5. Leave without pay and explained absences

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5.1 Leave of absence without pay, not to exceed one year at a time, shall be granted for good cause, the absence to be times in advance to as not interfered with the work of the College; Provided, however, that where a leave of absence without pay is applied for in order that the applicant may pursue advanced studies abroad, The College President any direct the CEO-VPASS or CEO-VPFRPD to ascertain whether it would be a more feasible arrangement for the College, in case the application is granted, to allot the functions of the absent faculty member among the remaining members or to employ a substitute, and to make a corresponding report therefor.

5.2 Any member of the faculty, officer or employee of the College shall be dropped from the service for unexplained continuous absences for a period of six (6) months.

Article VI. STUDY PRIVILEGES

Section 1. As part of the Employee Benefits of Regular members of the faculty, officers and other personnel shall have privilege of enrolling in the College for not more than twelve (12) units a semester at Board approved reduced rates of fees in courses that shall be beneficial to their official work in the College, subject to the approval of the President or her designated representative. In the case of non-teaching personnel, the courses shall be taken after office hours. Permission to enroll in more than twelve (12) units a semester may be granted depending upon the merit of each case.

Section 2. Any employee / part-time faculty enjoying study privileges shall be given a discount of 100% of the tuition fee. Regular faculty member shall be given 100% tuition fee discount.

Section 3. As part of the Employee Benefits, the children of regular employees of the College, faculty or non-faculty, shall be entitled of 50% discount in tuition fess in Basic Education or College. However, miscellaneous fees shall be paid in full.

Article VII. RESTRICTIONS

Section 1. All complaints concerning official duties shall be formally filed with the proper authorities of the College for action, before resorting to any other remedy available to the complaining party.

Section 2. No member of the College personnel shall, without permission from the CEO-VPASS / President, practice any profession or manage personally any private enterprise which in any way may affect the functions of his office in the College, nor shall he/she be directly financially interested in the

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contract with the College unless permitted by the Board. Permission may be granted only to the College personnel if such private practice may enhance their usefulness to the College or improve their efficiency.

Section 3. This privilege when granted shall be for a period of one (1) year, renewable at the discretion of the President.

Section 4. No member of the faculty or full-time basis may engage in teaching outside of the College without written permission from the President or CEO-VPASS.

Section 5. No member of the faculty shall have personal business dealing with any student involving money, property, or other valuable consideration which might have an influence in the scholastic standing of such student in the College.

Section 6. No book, e-book, outline, compilation, module, syllabus, or instructional material, whether electronically or digitally driven/generated printed or duplicated shall be used as a basic or required textbook or workbook/manual in any class unless, approved by the President.

Section 7. Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National/International Professional Organizations and similar councils may use official time in teaching in attending meetings of such institutions.

Section 8. No member of the faculty may accept invitations to speak or to lecture at other institutions or agencies on official time without the approval of the President or the CEO-VPASS

Section 9. No member of the faculty may accept invitations to speak or to lecture at other institutions or agencies on official time without the approval of the President or the CEO-VPASS. Permission may be granted only when such study will not impair his/her efficiency as a member of the faculty.

Section 10. No member of the faculty may invite any person who is not officially connected with the College to give lecture or talk on any subject before his/her class or any group of students without the permission from the Dean or his duly authorized representative.

Section 11. Violation of the above restrictions shall be punishable by reprimand, suspension or dismissal from the service.

Article VIII. DISCIPLINARY ACTION

Section 1. No College faculty, officer and employee shall be suspended and removed except for cause after due investigation and hearing in accordance with the College Code, MORPSBE and/or MORPHE.

Section 2. Notwithstanding the provision of the preceding article, the President, may suspend any member of the College faculty, officer or personnel during the pendency of the investigation of the administrative charges against him/her.

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Section 3. The College President may suspend or remove after due hearing faculty members, administrative officers and employees without prejudice to an appeal to the Board of Trustees within thirty days after the receipt of the decision.

Section 4. All Complaints/Investigation concerning any of the employees or personnel of the College shall be filed/commenced with the Human Resource Department.

Article IX. INSURANCE AND RETIREMENT

Section 1. The College is covered by the Social Security System (SSS), as provided by law.

Section 2. Any full-time or administrative personnel of the College shall apply as member of the Social Security System (SSS), a required by law.

Section 3. In the cases of leaves without pay of the College personnel, The College shall pay the employer's share to SSS corresponding to half year (six months) leave, Thereafter, the person concerned, except in meritorious cases, shall pay both the personal and employer's share.

Section 4. The Human Resource Department, in coordination with the Legal Counsel, VPASS, and VPFRD shall propose a retirement plan for its regular employees reaching the age of retirement as provided by labor laws. Such proposal shall be for the approval of the SCC-BOT.

Article X. PLAQUE OF RECOGNITION

Section 1. A Plaque of Recognition shall be presented to members of the faculty and administrative staff for exemplary conduct, loyalty, and exceptionally efficient and meritorious service to the College upon their voluntary resignation on their retirement from the service after at least twenty (20) years. The award shall be issued and signed by the President, CEO-VPASS, CEO-VPFRPD and the College Secretary on the date following the last day of active service.

Article XI. ORGANIZATIONS AND ASSOCIATIONS

Section 1. Any authorized organization or association of faculty members and other College personnel shall submit to the College President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President and approved by the Board of Trustees.

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Article XII. COURSING OF COMMUNICATION

Section 1. All employees and members of the faculty of the College shall forward through channels all official communications which they may desire to bring to the notice of the President, The Board of Trustees, or any of its members.

PART VII

PROPERTY AND FINANCIAL ADMINISTRATION

Article I. ADMINISTRATION OF COLLEGE PROPERTY

Section 1. Name of buildings, structures, etc.

College Buildings, structures and other places, shall have such names as may be given by the President or her chosen officials (CEO-VPASS and CEO-VPFRPD).

Section 2. Administration and supervision of buildings and grounds.

The College grounds and buildings shall be under the Administration and supervision of the Director of Administration and General Services. He shall be responsible for their proper care, repair and maintenance. He shall supervise the personnel and employees or laborers who are specifically assigned for the upkeep and maintenance of grounds and buildings, with exception of those who may be otherwise assigned under other officials of the University. He shall perform such other duties as the CEO-VPASS or the President may assign from time to time.

Section 3. Use of buildings and premises

The CEO-VPASS in coordination with the VPAA, Registrar, and Dean shall have the function of allotting classrooms and buildings. The use of a building or a portion of the building or any other property belonging to the College, is subject to the approval of the President or the CEO-VPASS / CEO-VPFRPD.

Section 4. Property responsibility

4.1 The College President, CEO-VPASS, and CEO-VPFRPD shall be responsible for all college properties.

4.2 No one shall use or take out from the buildings or grounds any college property for private or public purposes without the approval of the President or CEO-VPASS.

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4.3 There shall be Property Custodian and personnel to be appointed by the President with the recommending approval of the CEO-VPASS and CEO-VPFRP.

Job Title	Description	Function	Accountability
<p>Property Custodian</p>	<ol style="list-style-type: none"> 1. A business Management degree holder and/or its equivalent; 2. Keen records keeper, keen with receipt/release supplies, equipment, gadgets, and such; 3. Expert in inventory, monitoring, and checking; 4. Trustworthy; 5. Keen with the proper upkeep and maintenance and properties and supplies; 6. Capable of managing honest and work-oriented Manpower. 7. Excellent result-oriented leader. 	<ol style="list-style-type: none"> 1. Oversee proper coordination and maintenance of business relations with suppliers and needed materials; 2. Shall hold annual inventory of consumed, unconsumed, used, unused materials; 3. Do physical inventories of all properties of the school, its status, condition, maintenance, quantity, quality, etc.; 4. Ensure safekeeping of all school properties and materials; 	<ol style="list-style-type: none"> 1. Office of the President; 2. CEO-VPASS, and CEO-VPFRPD 3. Auditing Office; 4. Accounting Office; 5. Finance Office.

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		<p>5. keep database of inventoried school properties and materials;</p> <p>6. Reports directly to the OP and/or OVP;</p> <p>7. Prepare status reports related to functions to keep OP and OVP updated.</p>	
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Job Title	Description	Function	Accountability
<p>Office of the property Custodian Staff assigned in:</p> <p>1. HR Laboratory</p> <p>2. IT Laboratory</p> <p>3. Speech Laboratory</p> <p>4. Supplies Custodian of Office Supplies/Equipment</p>	<p>1. Should be a graduate of courses related to the laboratory specialization related to the laboratory specialization</p> <p>he/she is assigned with:</p> <p>1.1 HRS/HRM</p> <p>1.2 IT Engineer or its Equivalent</p> <p>1.3 Speech Instructor and/or its equivalent;</p>	<p>1. Oversee all activities pertaining to inspection, acceptance, custody, and issuance of supplies, materials, and equipment;</p> <p>2. Keeping regular inventory of the contents of the laboratory in his/her care;</p> <p>3. Observe and take note of</p>	<p>1. Office of the President;</p> <p>2. CEO-VPASS, and CEO-VPFRPD</p> <p>3. Office of the Property Custodian;</p> <p>4. Office of the School Auditor;</p> <p>5. Coordinator of the specific</p>

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	<p>2. Should have at least 1 year exposure or experience with the practice of their course;</p> <p>3. Familiar with the contents of the laboratory assigned to them to oversee/manage;</p> <p>4. Capable of correct report preparation.</p>	<p>commonly used supplies as reference data for procurement; and</p> <p>4. Safe keeping of contents of the laboratory in his/her care;</p> <p>5. In charge of the use, release and retrieval in good conditions of the laboratory under his/her care;</p> <p>6. Recommend purchase of other needed materials/course;</p> <p>7. Responsible for the maintenance, repair, etc. concerning the contents of the laboratory under his/her care.</p> <p>8. Dispose nonfunctional property and prepare disposal reports and other pertinent documents.</p>	<p>course related to the laboratory under his/her care.</p>
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Position	Qualifications	Responsibilities	Accountability
<p>In-charge of Maintenance and Fabrication</p>	<p>1. Must have a degree, skills or experience in industrial works, carpentry, painting, masonry, electrical works, metal works and other related skills.</p>	<p>1 In charge of fabricating, repair replacement and/or repurposing of fixtures, furniture and other physical needs of school;</p> <p>2. Inspect electrical fixtures/switches daily at the end of school operations to ensure safety;</p> <p>3. Check on a regular basis all fire extinguishers, etc;</p> <p>4. Responsible for the installations, repair, maintenance, cleaning and safekeeping of air-conditioning units;</p> <p>5. Operate and maintain the generator unit in case of disruption in electrical power services;</p> <p>6. Fabricate chairs, tables and other furnishing used in schools operations;</p> <p>7. Procure and save on materials for fixtures used;</p> <p>8. Perform other related tasks.</p>	<p>1. Office of the President;</p> <p>2. Office of the Vice President;</p> <p>3. Office of the Director on Non-Instruction;</p> <p>4. Building Administrator;</p> <p>5. Studentry;</p> <p>6. SCC Community.</p>

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Position	Qualifications	Responsibilities	Accountability
In-charge of Office Management	<ol style="list-style-type: none"> 1. Preferably a graduate of Management course and/or Advance Secretarial or Office Management course; 2. Must have at least worked as a secretary or managed an office for 3 to 5 years, in a reputable institution or company; 3. IT literate. 	<ol style="list-style-type: none"> 1. Oversee the efficient performance of office management personnel; 2. Upgrade or retrain the different office secretaries/clerical staff for them to cope with parallel secretariat functions in the areas of communication, documentation, records keeping, filing, effective telephone communication, electronic office management, language proficiency, personality development and other related endeavors; 3. Perform related tasks assigned. 	<ol style="list-style-type: none"> 1. Office of the President; 2. Office of the Vice President; 3. Office of the Director on Non-Instruction; 4. HR Director.

Position	Qualifications	Responsibilities	Accountability
In-charge of Canteen/Food Center	<ol style="list-style-type: none"> 1. Must hold a degree in any or all of the following: 	<ol style="list-style-type: none"> 1. Operations Manager of the school's canteen/food center; 	<ol style="list-style-type: none"> 1. Office of the President;

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	<p>>BSE Major in Canteen/Cafeteria Management</p> <p>>HRS graduate</p> <p>>Culinary Arts</p> <p>>Dietetics/Nutrition</p> <p>2. With least 2 years experience in canteen, cafeteria or restaurant management</p>	<p>2. Oversee budgeting, marketing and balanced diet preparation;</p> <p>3. Oversee the hygienic and clean handling and preparation of food in the kitchen and canteen;</p> <p>4. See it that the canteen generates the necessary income to finance its operations and earn a reasonable profit for the school;</p> <p>5. Prepare foods for school and other occasions/ events in the school.</p>	<p>2. Office of the Vice President;</p> <p>3. Office of the Director on Non-Instruction;</p> <p>4. Finance Department;</p> <p>5. Studentry;</p> <p>6. SCC Community.</p>
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Section 5. Use and operation of motor

5.1 All motor vehicle owned and operated by the College except those authorized for the exclusive use of the President, CEO-VPASS and CEO-VPFRPD, shall be constituted into a motor pool under the administration and supervision of the Director of Administration and General Services and under the direction and control of the CEO-VPASS.

5.2 The use and operation of motor vehicles owned by the college shall be in accordance with existing policies, rules and regulations of the college.

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Section 6. Solicitation

6.1 No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities insurance, publications, sales of tickets and any other promotional or charity schemes shall be conducted in the college buildings or grounds without the approval of the President or CEO-VPFRPD and CEO-VPASS.

6.2 Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings and grounds of the college without the approval of the CEO-VPASS or CEO-VPFRPD. However, the following categories of posters shall be subjected to the processing and approval of the department or unit heads concerned:

6.3 Posters containing messages designed to carry out official functions of an office officer, provided that such posters are displayed in the bulletin board;

6.4 Posters on job placement from government and non-government establishments, provided that such, posters are processed by the Career and Placement Office and are posted in the official bulletin board; and

6.5 Posters containing announcements on academic matters for the guidance and/or benefit of students or faculty members, provided that such posters are displayed in such places as are officially designated by the office concerned.

Article II. PURCHASES AND REQUISITIONS

Section 1. All purchases and requisitions shall be made in accordance with the policies, rules and regulations of the college.

Section 2. All purchases and requisitions shall be submitted to the Assets and Management and Procurement Officer shall determine the availability of the requisitioned articles. The Director of Fund Management Office shall determine the availability of appropriation to fill the requisitions.

Section 3. All requisitions for equipment, supplies and materials shall be approved by the President or CEO-VPAA and CEO-VPFRPD.

Article III. COLLEGE BUDGET

Section 1. The annual budget of the college shall be prepared in accordance with the policies, rules and regulations of the college.

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Section 2. The annual budget shall be approved by the SCC-BOT during its regular meeting preferable before the start of the School Year.

Article IV. TRAVELING EXPENSES

Section 1. The President, may in her discretion, authorize any unit of the college to spend from the income for “traveling expenses” such amount as may be necessary for travel within or outside the country for purposes of research, observation or study, educational conferences and the like.s

Article V. DONATIONS AND ENDOURMENTS

Section 1. All donations to the college in cash or in kind worth less than Php10,000 shall be accepted by the President in the name of the Board of Trustees.

Section 2. All trusts, legacies, gifts and donations of real and personal property of all kinds worth more than Php10,000 shall be accepted by the Board of Trustees for and on behalf of the College.

Section 3. All such donations shall be exempt from all taxes and to be considered as deductible items in the income tax of the donor, as provided by law and regulations.

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