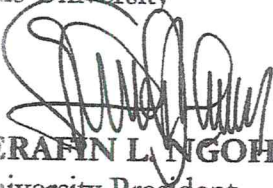




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 11, s. 2016

To : **DR. IVAN BAGUILAT**
Asst. Professor IV
This University

From : 
SERAFIN L. NGOHAYON, Ph.D.
University President

Subject : *Designation as Dean of the College of Open Distance
And Transnational Education (CODETE)*

Date : April 11, 2016

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1. By virtue of the authority vested in me by RA9720 and RA 8292 and for the best interest of the university, you are hereby designated as **Dean, College of Open Distance and Transnational Education (CODETE)** of the University. As such, you are to function and act on matters within the jurisdiction of your position for the best interest of the University and ensure the successful implementation of the CODETE programs.
 2. Please be guided always by the University's Development Plan, the IFSU Code and the attached Terms of Reference (TOR) of your office.
 3. This designation shall take effect from April 11, 2016 to June 30, 2017 unless sooner terminated by this office or by competent authority.
 4. Being concurrent with your position as Asst. Professor IV, it does not carry any monetary remuneration except those authorized for the position.
 5. You are advised to prepare your plan of action.
 6. Previous issuances contrary to this issuance are hereby revoked.
 7. For your information and commitment.

Cc: VP for Academic Affairs, Dean, CAE, Records, File

TERMS OF REFERENCE FOR COLLEGE DEANS

3.2.4.3 College Deans. College Deans heads the various colleges. They perform overall leadership, management and administration of the college geared towards the attainment of its vision, mission, goals and objectives.

3.2.4.3.1 Functions

In general, all deans of the different colleges must perform the following functions:

- 3.2.4.3.1.1 To implement functional education programs within their respective college and exercise general supervision of all planned activities, projects, and other related undertakings;
- 3.2.4.3.1.2 To determine a list of needed personnel of the college and submits list to the HRMO for proper recruitment and selection; and likewise submit recommendations for promotions and awards of deserving personnel within the College;
- 3.2.4.3.1.3 To help assign workload of faculty members and to prepare the schedules and room assignments;
- 3.2.4.3.1.4 To check syllabi to ensure conformity to course content, teaching requirements, sequence and time allotment, teaching methods/strategies and the use of appropriate instructional materials;
- 3.2.4.3.1.5 To evaluate teaching performance of faculty and call meetings/conferences to plan on improvement of instruction, research, extension, production and professional development in the college;
- 3.2.4.3.1.6 To promote and coordinate activities of faculty and students towards the attainment of the university's vision and mission and the college's goals and objectives;
- 3.2.4.3.1.7 To determine the needs of the college and make the proper requisition for the procurement of supplies, equipment and other facilities;
- 3.2.4.3.1.8 To teach a minimum of two subjects and undertake researches together with his/her faculty to improve instruction and research program;
- 3.2.4.3.1.9 To submit quarterly and annual reports on time;
- 3.2.4.3.1.10 To collate and follow-up annual proposal of the college;
- 3.2.4.3.1.11 To initiate and coordinate the preparation of research work of faculty and students;
- 3.2.4.3.1.12 To undertake continuous review of existing academic offering and propose new and needed ones;
- 3.2.4.3.1.13 To coordinate with the other colleges and offices on programs, projects, and activities affecting the university;
- 3.2.4.3.1.14 To design and carry out programs that shall promote harmony among colleges and offices of the university; and
- 3.2.4.3.1.15 To represent the college in appropriate offices, bodies/units, chairs faculty meetings and causes resolution of conflicts in accordance with established policies and sound management practices.

Excerpt from IFSU CODE, Part I Administrative Manual section 3.2.4.3.