



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

OFFICE ORDER NO. 5 - 2012

Subject : Establishment of NBC 461 Zonal Center for CAR in Ifugao State University, the Center Officials and Processes

Date : March 12, 2012

1. In compliance to PASUC Advisory No. 15, s. 2012, a ZONAL CENTER for NBC 461 in CAR shall be established in Ifugao State University pursuant to PASUC Resolution no. 06, s. 2012.
2. The Zonal Center shall be managed and operated by the following personnel of the university:

Director	: DR. ROMANA ALSIKEN
Programmer/ Statistician	: MRS. GENEROSE OGNAYON
Computer Technician	: MRS. FEDELYM PUGONG
Technical Reviewers	: PROF. FAITH BASILIO
	: PROF. JOSEPHINE GUIMPATAN
	: PROF. CAMILO PIMENTEL

**President and Regional Chair,
NBC 461 Zonal Center for CAR : PROF. SERAFIN L. NGOHAYON**

3. Specific Tasks of the Center Personnel are as follows:
 - a. **Center Director** - Acts as the Chief Operations Officer (COO). The chief implementor of the Center Programs, Projects and Activities;
 - b. **Programmer/ Statistician** - Prepares the database and related programs of the center. Takes charges of checking the accuracy of data before they are printed much more released;
 - c. **Computer Technician** - Set up the computer based assessment programs, encodes data and prepares them for print-outs;
 - d. **Technical Reviewers** - Undertake expert review of the process, evaluation and evaluation results;
 - e. **President and Regional Chair, NBC 461 Zonal Center** - Acts as the Chief Executive Officer (CEO). The Chief planner of the center programs, projects and activities. Signs final print-outs and decides on all matters related to appeals and request for reconsideration.
4. The Center shall be located in the Administrative Office of the University, 2nd Floor, Administration Building, Nayon, Lamut, Ifugao;
5. Towards the establishment of the center, the following process shall be followed:
 - a. Official letter informing the SUCs in CAR related to the formal establishment of the NBC 461 Zonal Center for CAR at the Ifugao State University and seeking their conformity for the transfer of NBC 461 records of their respective faculty from the Zonal Centers previously associated with the Zonal Center in IFSU;
 - b. Filing of formal notice to the Zonal Centers previously processing the records of CAR SUCs informing them of the newly established NBC 461 Zonal Center for CAR and the need to transfer records of faculty members from CAR SUCs to the said center as agreed upon by the CAR SUC presidents;
 - c. Leveling up/ benchmarking by the NBC 461 Zonal Center for CAR personnel with existing NBC 461 Zonal Centers in Regions I and II based in the University of Northern Philippines (UNP) and Isabela State University (ISU), respectively;
 - d. Setting up of the benchmark database of all faculty members of CAR SUCs;
 - e. Setting up of flowcharts/ procedures, forms and other needs for the full operation of the NBC 461 Zonal Center for CAR based in IFSU; and
 - f. Start of formal operation and processing of NBC 461 related assessments/ evaluations.
6. Initial funding for the setting up of the office, equipments, and supplies shall be charged against PASUC CAR and IFSU funds in a form of loan to be paid back when the new Zonal Center is in full operation and had gained sufficient funds.
7. For the information and commitment of all concerned.


SERAFIN L. NGOHAYON, Ph.D.
University President

Attachments: PASUC Advisory No. 15, s. 2012; PASUC Resolution No. 6, s. 2012



PASUC ADVISORY NO. 15, S. 2012

For : ALL SUC Presidents of CAR
From : Dr. Ricardo E. Rotoras
President
Subject : Zonal Centers for NBC 461 in CAR
Date : March 5, 2012

In order to better facilitate evaluation of faculty and pursuant to PASUC Resolution No. 06 s. 2012 as approved during the 1st Quarter Executive Board Meeting last January 31, 2012 held in Hotel del Rio, Molo, Iloilo City, a zonal center for NBC 461 in CAR is hereby created with the Ifugao State University (IFSU) as the designated Zonal Center.

As the Zonal Center in CAR, the Ifugao State University (IFSU) shall be responsible for ensuring that the evaluation of faculty members in the aforementioned is in accordance with the procedures and guidelines provided under the DBM Circular No. 461.

The establishment of the said zonal center in CAR and the designation of IFSU as the Zonal Center shall take effect on February 1, 2012 and shall remain in force until revoked by competent authority.

For your information and guidance.


RICARDO E. ROTORAS, D. Eng'g.