



**MINDORO STATE  
COLLEGE OF  
AGRICULTURE  
AND TECHNOLOGY**

**JOB  
DESCRIPTION  
MANUAL**





**Job Description Manual  
Mindoro State College  
of Agriculture and  
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JD-MINSCAT-Admin

01

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**Section: Work Force Focus**

Effectivity Date: November 2, 2016

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**Subject: Board Secretary V**

1. Keeps full and accurate records of all proceedings of the Board of Trustees and furnish information if necessary to the units of the College concerned.
2. Notify the members of the Board of the meetings and shall send to each member a copy of the agenda at least 15 days before the scheduled meeting.
3. Assists the President in interpreting and disseminating the plans and policies of the Board including programs, accomplishments and events in the College.
4. Keeps the record of all proceedings of both Administrative and Academic Councils of this College.
5. Take charge of the pertinent records and communications to and from the Office of the President and shall promote the speedy flow and processing of communication.
6. Coordinates and collates the reports of all units of the College and assist the President in the preparation of his/her Annual Report.
7. Takes charge of the reception and briefing of guests and groups.
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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**Subject: Chief Administrative Officer**

1. Assists in the planning, implementation & execution of comprehensive and balanced personnel development programs designed to raise the level of efficiency, effectiveness & morale of personnel.
2. Assists in the development, formulation & execution of policies, order & regulations in all areas of personnel mgt. In conformity with CS laws & rules.
3. Assists in the implementation of administrative policies & helps decide on matters pertaining to personnel functions.
4. Prepares plan in the conduct of in-service training, seminars, workshops, conferences & meetings on personnel related matters.
5. Prepares memoranda, office orders, communications, etc., pertaining to administrative policies.
6. Supervises all personnel transactions including appointments, leaves, transfers, resignations, separations etc.
7. Prepares, reviews & check the completeness of all the requirements & supporting papers of appointments.
8. Prepares supporting documents for allow/fringe benefits & all forms of compensation granted to personnel
9. Prepares supporting papers for terminal leave & retirement claims, transfers & resignations
10. Liaises with the CSC, GSIS, BIR, HDMF & PhilHealth on personnel related matters.
11. Helps create an atmosphere conducive to good supervisor employee relations & improvement, welfare and morale.
12. Collates and submits annual, periodic & other required reports on time.
13. Supervises and attends to the general work of the clerical service & reports of the College
14. Supervises the maintains an up-to-date personnel information system
15. Attends in-service trainings/seminars and meetings called for the improvement of administrative activities.
16. Performs other duties not mentioned above and as may be directed by higher authorities of the College.
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Subject: Accountant III

1. Pre-audit payrolls and disbursement vouchers in accordance with existing accounting and auditing rules and regulations.
2. Reviews requisition and certify as to the availability of allotment/funds.
3. Reviews reports of the Supply Officer and the Cashier before recording in the journals.
4. Prepares trial balances, its supporting schedules and other accounting reports and submit the same to DBM, COA and other concerned agencies.
5. Examines, verifies and analyzes financial statements as to accuracy and conformance with accounting classifications and other specific accounting requirements.
6. Advises the officials concerned regarding the status of funds/allotment and other financial matters as maybe needed.
7. Maintains basic accounting records and books of accounts to reflect the financial condition and results of operation of the College.
8. Provides data as required from time to time by management, DBM, COA and other concerned agencies.
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Accountant I

1. Installs and maintains an internal, audit to the units concerned.
2. Prepares and submits financial statement to the units concerned.
3. Appraises the financial condition and operation of the unit concerned.
4. Certifies to the availability of budgetary allotment to which expenditures and obligations my properly charge.
5. Reviews the supporting documents before preparation of vouchers to determine completeness of requirements.
6. Prepares statements of cash advance, liquidation. Salaries, allowance, reimbursement and remittances pertaining to the unit concerned.
7. Post individual disbursement to the subsidiary ledger and index cards.
8. Maintains individual ledgers for official and employees pertaining to payrolls and deductions.
9. Record and post in index cards details of purchase furniture, fixtures and equipment including disposal thereof, if any.
10. Accounts for all issued request for obligations and maintain and keep all record and report related thereof.
11. Prepares journals and analysis of obligations and maintain and keep all records and report by law or ordinance.
12. Exercises such other powers and perform such other duties and functions as may be provided by law or ordinance.
13. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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**Subject: Administrative Officer V (Budget Officer III)**

1. Supervises and participates in the preparation of annual, supplemental, special deficiency budget of the Agency in the review and consolidation of budgets and plantillas of a large number of subordinate units and builds them up into one budgetary proposal for the entity.
2. Supervises and coordinates activities of the agency budgets and fiscal staff.
3. Prepares and consolidates supporting justifications and explanations.
4. Prepares forms, orders and circulars embodying instructions on budget and appropriation contract and may audit financial transactions pertaining to special activities under the cognizance of the agency.
5. Acts as financial officer of the agency and advises the chief of office and division chiefs on budgeting, accounting and financial matters.
6. Supervises the distribution and allocation of funds to subordinate units.
7. Attends budget hearings forum and justifies budget proposal to reviewing authorities.
8. Confers with proper official on release of funds.
9. Maintains public relations with heads of offices having to do with the review and approval of budgetary requests.
10. Reviews financial reports and cost data statistics.
11. Prepares and submit reports
12. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Administrative Officer V (Cashier III)

1. Takes charge of the safekeeping of government funds and other accountable forms
2. Prepares and issue checks for payment of approved disbursement vouchers for all funds of the College including preparation of Advise of Checks Issued and Cancelled for Modified Disbursement System accounts.
3. Disburses salary and other claims/benefits of the College personnel and makes necessary liquidation of cash advances.
4. Collects all College income from tuition and other fees and from sale of agricultural products and have them deposited to the bank.
5. Keeps complete and updated records of bank transactions in the cashbook as to collections and deposits.
6. Keeps complete and updated records of bank transactions in the cashbook as to checks issued, cash advances and liquidation made.
7. Remits authorized personnel deductions to concerned agencies like GSIS, HDMF, BIR, LBP, Philhealth, PPSTA, etc.
8. Prepares monthly reports of cash disbursement, checks issued, collection, deposit and liquidation of cash advances and submits it to the accountant.
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Administrative Officer 1 (Cashier I)

1. Prepares and issues checks for payment of approved disbursement vouchers for General, Trusts, Revolving Funds including the preparation of ACIC the MIDS.
2. Disburses salaries and other claims/benefits of school personnel out of cash advances.
3. Keeps complete and updated records of bank transactions in cashbooks as to collections and deposit (General, Trust and Revolving Funds).
4. Keeps complete and updated records of bank transactions in cashbook of checks issued, cash advances and liquidations made.
5. Remits/deposits all collections made under General, Trust and Revolving Funds.
6. Prepares monthly reports of all checks issue, collection and deposit and liquidation of cash advances, and submits it to the bookkeeper.
7. Remits all the required personnel deductions to GSIS, HDMF, BIR and PNB
8. Prepares the accountability reports as required from time to time and submits it to persons concerned.
9. Assists the bookkeeper designated in the preparation of other reports.
10. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.





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Subject: Administrative Officer V (Records Officer III)

1. Assumes responsibility for the custody and safekeeping of all official records and documents.
2. Receives, records, classify, disseminates and retrieves different kinds of official records, documents and other correspondence.
3. Establishes and maintains an actual continuing program for the management, preservation and disposition of records.
4. Checks and classifies official communications for release, mailing and filing.
5. Issues authenticated copies of official documents to concerned individuals and agencies deemed appropriate for specific purpose.
6. Keeps in her custody right amount of stamps for mailing official correspondence to determine supply and equipment needs of the unit/section
7. Prepares and submits required reports.
8. Serves as head of the unit.
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by:  HR

Approved by:  VPAF



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Subject: Administrative Officer V (Supply Officer III)

1. Acts as custodian of all records of property and makes periodical inventories thereof.
2. Maintains record of all accountable properties.
3. Recommends all property vouchers giving credit for property lost, condemned and/or paid for.
4. Confers with proper authorities on supply management and recommends solutions to problems involving purchasing, storing and technical procedural matters.
5. Prepares advertisement for bids and performs disposal of farm produce.
6. Makes field inspections, from time to time, to see how College properties are made use of managed and controlled.
7. Directs work of storekeeping, buying, issuing equipment, supplies and materials.
8. Prepares and submits periodic, annual and other required reports on time.
9. Prepares claims against insurance companies for vehicles/damages
10. Directs the repair and maintenance of office equipment and furniture.
11. Prepares/drafts letters, memoranda relating to proper management and control of the properties.
12. Attends in-service trainings/seminars and meetings called for the improvement of administrative activities.
13. Performs other duties not mentioned above and as may be directed by higher authorities of the College.



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**Subject: Administrative Officer I (Supply Officer I)**

1. Supervises a group of personnel engaged in property procurement, storekeeping and property control activities.
2. Determines and prepares requisitions for actual needs of supplies, books and equipment.
3. Checks and accounts deliveries of supplies, materials, books and equipment.
4. Maintains records of all accountable properties and prepares annual inventory and other required reports.
5. Recommends disposal of unserviceable materials and equipment.
6. Checks affidavit covering property lost and prepares necessary correspondence in connection with the request for relief.
7. Issues clearances to accountable employees and officials.
8. Prepares advertisement for bids.
9. Makes canvass of prices of goods in open market and prepares corresponding purchase order in case of emergency purchase.
10. Keeps records of bondable officials.
11. Performs other duties not mentioned above and as may be directed by higher authorities of the College.



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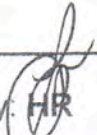
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Subject: Administrative Officer IV (HRMO II)

1. Prepare, coordinate and monitor the implementation of HRD programs, projects and activities in the following four (4) HR systems: (a) Recruitment, Selection and Placement; (b) Performance Management ; (c) Learning and Development; and (d) Rewards and Recognition.
2. Take charge of the HR Records Management and other HR programs on health and wellness, welfare and discipline.
3. Keep, maintain and update a systematic filing of HR Records on leave benefits entitlements.
4. Prepare and submit annual periodic reports as may be required by higher authorities.
5. Disseminate Civil Service rules and regulations to employees.
6. Maintain an effective liaison with other agencies like CSC, DBM, GSIS, Pag-IBIG Fund, Philhealth and other agencies concerning personnel welfare and benefits.
7. Attend training, seminars and meetings related to human resource management.
8. Perform other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by:  HR

Approved by:  VPAF



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Subject: Registrar III

1. Evaluates student records for purposes of promotion, graduation and/or retention
2. Prepares, consolidates and submits schedule of classes of faculty and students for each item.
3. Establishes and maintains an up-to-date and complete records of all students and assumes responsibility for all documents filed and kept in office.
4. Plans and executes registration procedure in coordination with the Dean
5. Manages the issuance of duly authorized students records, credentials and other forms of official documents to concerned individuals and agencies deemed appropriate for specific purposes.
6. Prepares and submits periodic report and statistical data.
7. Supervises the classifying, filing, storing and accurate recording of data in student records and controls the flow, safety and security of files and records.
8. Screens academic records of scholars and submits it to higher authorities
9. Assists in the enforcement of government and school policies regarding admission, enrolment, student's load, transfer, promotion, subject sequencing, graduation, suspension or dismissal of students and other disciplinary measures.
10. Informs students of course deficiencies
11. Prepares and submits in consultation with the dean, the records of candidates for graduation.
12. Manages the preparation and issuance of student's identification cards initiates the cancellation of it at any given time.
13. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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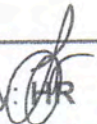
**Section: Work Force Focus**

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**Subject: Registrar II**

1. Evaluate entrance certificates and transcript of records from other Colleges.
2. Interpret terms and conditions for enrolment.
3. Ascertain fulfilment of registration requirements before admission.
4. Prepare class, faculty schedules and room utilization
5. Direct the preparation of diplomas and transcript of records.
6. Edit and supervise the preparation of catalogues, directories, etc.
7. Prepare and submit required reports on time.
8. Participate in the formulation of policies, rules and regulations in the registrar's office.
9. Perform other duties that maybe assigned by the higher authorities or his authorized representatives.

Prepared by: 

Approved by:  VPAF



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Subject: Dentist II

1. Extracts unsavable temporary and permanent tooth, treats simple gum inflammation, toothache, primary post extraction hemorrhage and the minor dental ailments.
2. Keeps individual record cards up-to-date and arranges them by year to facilitate treatment.
3. Gives/recommends individual instructions before and after every treatment on proper oral health care.
4. Provides medical/dental treatment, consultation and attends to emergency cases of ailing students, teachers and employees; renders first aid treatment to the people of nearby community, makes home visitation to those who are sick within the College campus.
5. Visits the living quarters of students and canteen inside the campus once a week and see to it that cleanliness/sanitation is maintained.
6. Secures parents permission before dental treatment (tooth extraction) of students.
7. Maintains the arrangement of the clinic and keeps procedure sanitary at all times.
8. Conducts medical/dental examinations to new students.
9. Makes requisitions of medical/dental supplies.
10. Prepares and submits required reports.
11. Maintains good human relation with College personnel, students and clientele.
12. Attends seminars, training, conferences and subscribes books on latest techniques on dental and public health.
13. Performs other duties not mentioned above and as may be directed by higher authorities of the College.

Prepared by: HR

Approved by: VPAF



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Subject: Nurse II

1. Treats minor ailments and gives first aid treatment for burns, wounds, etc. in the clinic.
2. Gives advice and guidance on health and sanitation
3. Maintains a functional College clinic
4. Assists the dentist and part-time doctor in their clinic works.
5. Checks on the proper sanitation and healthful living conditions of the college and community
6. Performs periodic physical inspection of students and keeps record of findings.
7. Refers cases to physicians and other facilities for further check-up and treatments.
8. Attends on call emergencies (students, faculty, employees and residents of nearby community)
9. Conducts or assist the faculty in classroom inspection to discover easily recognizable defects.
10. Trains first aid to faculty on remedial work
11. Prepares and submits periodic, annual and other required reports.
12. Acts as resource person or consultant on health matters.
13. Makes requisition of purchase of medical supplies.
14. Performs other duties not mentioned above and as may be directed by the College President or higher authorities.

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**Subject: College Librarian III**

1. See to it that all library policies, rules and regulations are properly implemented.
2. Ensure that each curricular program has the required number of library resources such as books, journals, and interactive materials to meet the quality standards set by the different agencies and organizations.
3. Supervise the preparation of all documents required for accreditation and all activities to comply with the recommendations of the accrediting agencies.
4. Coordinate with the librarians of the two campuses regarding the procurement of needed references, books, journals and other reference materials.
5. Submit statistical data and required reports concerning library services.
6. Accommodate any library related issues and provides the necessary actions and/or solutions.
7. Visit and monitor all libraries of the College in coordination with the Campus Administrators, VPAA and the College President regarding the problems met and for improvement of the library services of the College.
8. Perform other duties that may be directed by the College President or his representative.



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**Subject: College Librarian I**

1. Formulates policies and set-up library rules and regulations.
2. Selects and acquires library materials including books, journal, pamphlets, maps, microform, films, records and the newer media which have become accepted tools of college instruction, research, extension and publication.
3. Prepares and cares, library materials through the process of cataloging, classification and binding in support of the work of instruction, research, extension and publication.
4. Trains and supervises library personnel and student assistants in their assignment and routinary works.
5. Provides assistance to readers in the use of library materials and other tools of learning.
6. Creates an inviting atmosphere in the library conducive to study.
7. Keeps, prepares and submits required reports and other statistical reports
8. Requests for library supplies, materials and equipment
9. Types cards, marks and maintain registration files.
10. Attends seminars, training, conferences and subscribes books on latest edition.
11. Maintains good human relation with College personnel, students and clientele.
12. Performs other duties not mentioned above and as may be directed by higher authorities of the College.



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**Subject: Guidance Counselor III**

1. Gives students at least one counseling interview during the school year which involves preparing for, conducting of, and writing a summary of the interview.
2. Conducts a follow-up counseling interview for students who will need or request for it.
3. Consults with faculty, parents, and other persons concerning data and information about the students.
4. Helps with the placement of students in the proper section and curriculum year level.
5. Conducts personal interview for prospective dropouts.
6. Gives individual testing of students when necessary which includes preparation, administration, and interpretation.
7. Makes referrals to local officials such as the provincial or municipal health officer, chief of office, and other persons outside from outside agencies.
8. Undertakes group testing and interprets results.
9. Gathers and distributes informational materials like bulletins prospectus, and the like about high schools, colleges and universities.
10. Invites and schedules resource persons to give information about high school, colleges or universities and various job opportunities.
11. Helps the individual placement of students in the occupations.
12. Establishes good relations with the business community and communicates with them from time to time.
13. Follows-up progress of students in high school, colleges and place of work.
14. Performs other duties not mentioned above and as may be directed by higher authorities of the College.



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Subject: Science Research Specialist I

1. Provide professional support for the pre-project research activities.
2. Assist in the evaluation of the submitted proposals on the high impact programs/projects.
3. Assist in the monitoring/reviewing/assessing the status and accomplishments of the high-impact programs/projects that need focused implementation.
4. Prepare technical report regarding the status of the programs/projects.
5. Act as a study leader in an institutional project.
6. Give administrative support to projects.
7. Give logistical support to the conduct of studies in projects.
8. Assist in dissemination of researches.
9. Perform other duties that maybe assigned by the higher authorities or his authorized representatives.



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**Subject: Planning Officer I**

1. Assist in planning and programming of priorities in research, extension, instruction and production.
2. Participate in the following:
  - a) Coordinating with the different units of the College in the preparation of programs/projects for funding for the coming year.
  - b) Preparing and updating the Annual College Plan.
  - c) Reviewing and updating the College Vision, Mission, Goals and Objectives.
  - d) Establishing database information on the profile/resources of the province and municipality as well as specific data in Research, Extension, Instruction and Production.
3. Prepare and submit required reports.
4. Attend meetings, conferences, trainings/workshops in the local, provincial and regional levels related to Planning and/or Monitoring and Evaluation (PME).
5. Perform other duties not mentioned above and as may be directed by the College President or his authorized representative.

Prepared by:  HR

Approved by:  VPAF



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Subject: Agricultural Technician II

1. Assist on vegetable and livestock production.
2. Provide knowledge on organic agriculture practices and greenhouse operations.
3. Coordinate the operation of farming fields.
4. Prepare and submit farm reports.
5. Assist extension project within a program.
6. Assist in testing developed technologies before dissemination.
7. Assist in dissemination of developed technologies.
8. Report to the supervisor with regards to strategic planning for the farm.
9. Perform other duties that maybe assigned by the higher authorities or his authorized representatives.

Prepared by: MR

Approved by: VPAF



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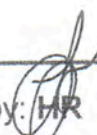
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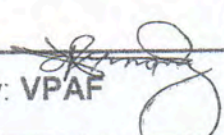
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**Subject: Administrative Assistant III (Senior Bookkeeper)**

1. Process disbursement vouchers in accordance with government accounting and auditing rules and regulations;
2. Certify as to availability of funds and as to correctness of charges in the absence of accountant;
3. Reviews reports of the Supply Officer and the Cashier before recording in the journals;
4. Prepares journal entry voucher and posts transactions to the accounting journals (Check Disbursement Journal, Cash Disbursement Journal, Cash Receipt Journal, General Journal, and General Ledger/Subsidiary Ledgers)
5. Prepares trial balance and its supporting schedules, quarterly reports such as balance sheet, statement of income and expenses and statement of cash flows;
6. Prepares other reports as required by DBM, COA and other concerned agencies;
7. Keeps complete records of books of accounts;
8. Reconciles treasury checking accounts;
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by:  HR

Approved by:  VPAF



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Subject: Administrative Assistant II (Accounting Clerk)

1. Performs highly skills and responsible clerical works; or supervises and participates in the work of a small group of clerks performing level 1 work
2. Assists the personnel officer in handling and processing of personnel transactions such as preparation of appointments, transfer, and retirement claims, benefit and the like
3. Collects, checks Daily Time Records of personnel, records leave of absences/undertime and updates leave cards of personnel
4. Performs arithmetical computations such as calculations of percentages, ratios and other calculations of equivalent difficulty
5. Performs liason works with other offices, following up on disposition of important papers
6. Receives, records and files some personnel related records
7. Accommodates personnel and other clientele coming to the office for official/personal needs and inquiries
8. Types/encodes official letters/correspondence endorsements, reports, memoranda and the like
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.





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Subject: Science Research Assistant

1. Assists in the preparation of proposals and implementation of researches through literature search, data-gathering and analysis and other related activities.
2. Assists in the coordination and monitoring of day-to-day activities related to Research, Extension and Development projects.
3. Cooperate with the research/extension team where her professional competence is needed.
4. Participates in the establishment and maintenance of research/extension linkages with different agencies.
5. Assists in the preparation of various reports required for submission to various agencies.
6. Takes charge of documentation and publication works in the Research, Extension and Development Office.
7. Prepares and submits required reports on time.
8. Performs other duties and responsibilities as maybe required by supervisors.



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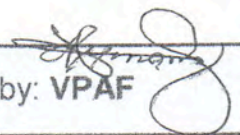
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**Subject: Administrative Aide VI (Clerk III/Library Aide)**

1. Helps students, faculty and staff find materials for both reference and general reading purposes
2. Registers borrowers and maintains registration files
3. Creates an inviting atmosphere in the library conducive to study
4. Records and prepares newspapers ready for use
5. Checks books in and out, and , arranges them in the shelves
6. Repairs and takes care of books and other library materials
7. Records and assists the college enrollees
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Approved by:  VPAF



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**Subject: Administrative Aide VI (Clerk III/Multi-media in-charge)**

1. Prepares/types/encodes routinary correspondence, reports, memoranda, etc.
2. Performs a variety of skilled clerical tasks; receives and processes incoming and outgoing communications.
3. Prepares/drafts routine official letters and endorsements
4. Performs liaison works with other offices, following up on disposition of important papers.
5. Act as multi-media assistant.
6. Attend/ perform basic electronic/ computer-related problems troubleshooting and performs/ assists installation of electronic/computer-related equipment.
7. Performs lay-outting/graphic designing related to Administrative and Auxiliary Services.
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Approved by:  VPAP



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Subject: Administrative Aide VI (Clerk III)

1. Performs a variety of skilled clerical tasks; receives and processes applications following established rules and regulations.
2. Prepares/drafts routine official letters and endorsements.
3. Performs liaison works with other offices, following up on disposition of important papers.
4. Types/encodes routinary correspondence, reports, memoranda, etc.
5. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Approved by:  VPAF



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Subject: Administrative Aide VI (Clerk III/Registrar Aide)

1. Receives, prepares, processes and issues official transcript of records, certifications, grades, transfer credentials, clearance, diploma/certificates and requests for records of new students.
2. Prepares academic records and enter grades to the permanent records of all college students.
3. Prepares enrolment forms and other office forms.
4. Prepares subject listings as basis in the preparation of grading sheets and then prepares the grading sheets of instructors for each term.
5. Files and arranges office forms and students' records (separate inactive from active students).
6. Assists the registrar during enrolment
7. Assists the registrar in preparing other pertinent data and reports
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Administrative Aide V (Carpenter II)

1. Operates and maintains shop equipment and facilities
2. Does carpentry works such as repair/rehabilitation of College buildings and facilities and concrete works
3. Makes furniture and fixtures like cabinet, tables and chairs
4. Makes estimates/bill of materials needed in construction works and request for the same
5. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Subject: Administrative Aide V (Electrician I)

1. Conducts an inventory of lighting facilities in classrooms, offices, dormitories and other buildings of the College
2. Repairs/installs busted lamps and other electrical wiriness.
3. Operates and maintains audio-visual equipment; mimeographing and photocopy machine; and, generator in cases of power failure
4. Prepares and submits requisitions for electrical, audio-visual supplies, materials and equipment
5. Prepares and submit required reports.
6. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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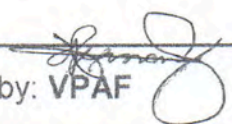
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**Subject: Administrative Aide IV (Cleck II)**

1. Performs a variety of skilled clerical tasks; receives and processes applications following established rules and regulations.
2. Prepares/drafts routine official letters and endorsements.
3. Performs liaison works with other offices, following up on disposition of important papers.
4. Types/encodes routinary correspondence, reports, memoranda, etc.
5. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Subject: Administrative Aide III (Cleck I/PME Aide)

1. Performs a variety of skilled clerical tasks; receives and processes applications following established rules and regulations
2. Assists in the preparation of routine official letters and endorsements.
3. Performs liaison works with other offices, following up on disposition of important papers.
4. Types/encodes routinary correspondence, reports, memoranda, etc.
5. Prepares reports as requested by concerned officials.
6. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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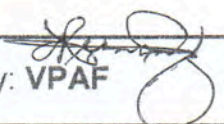
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Subject: Farm Worker II

1. Attends to the needs of the Administration assigned project/s as well as day to day activities including Saturdays, Sundays and legal holidays.
2. Assists the Director for Production in the management of various projects of the College which serve not only as IGP but as laboratory for the students.
3. Assists the Director for Production in the management of assigned IGPs which also serve as laboratory areas of the students.
4. Helps subject faculty in the supervision of the students assigned in the project for training and actual experiences.
5. Sees to it that the required and needed technologies are applied to the assigned project by applying the appropriate one.
6. Keeps records of various activities and financial transactions in the enterprise placed under his care.
7. Ensure the sustainability of the assigned projects.
8. Prepares and submits required reports.
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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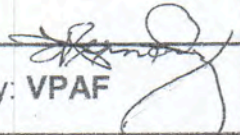
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Subject: Administrative Aide IV (Driver II)

1. Drives automobile and other vehicles including tractors.
2. Fabricates steel fixtures and accessories.
3. Maintains the service vehicles in operation
4. Checks working condition of vehicles.
5. Checks gas, oil and water before and after trips.
6. Performs trouble shooting, tuning and testing of engines repaired
7. Assists the faculty in teaching students in the maintenance and operation of vehicles and other farm implements, and in proper welding procedures and operation and maintenance.
8. Assists in estimating costs of materials and labor and recommends repair of damaged parts of vehicles including metal works.
9. Prepares and submits required records and reports
10. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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**Subject: Administrative Aide III (Utility Worker II)**

1. Cleans buildings, offices and surrounding areas.
2. Collects, dumps or burns garbage; opens doors and windows before office hours and closes them after office hours.
3. Performs landscape gardening or routine cleaning and maintenance works in school grounds, canals and surroundings.
4. Water and weeds lawns and trims plants.
5. Does messengerial and simple repair work.
6. Assists in sorting, binding and disseminating printed materials.
7. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Administrative Aide I (Utility Worker I)

1. Cleans buildings, offices, and surrounding areas.
2. Collects dumps or burns garbage; opens doors and windows before office hours and closes them after office hours.
3. Keeps toilet and closet clean and sanitary.
4. Keeps office equipment and furniture clean and orderly
5. Does messengerial, minor clerical, and simple repair work.
6. Clean drainage canals, gutters and similar structures.
7. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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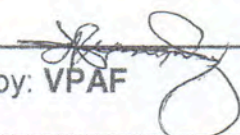
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Subject: Administrative Aide I (Utility Worker II/Animal Caretaker)

1. Ensures proper feeding system for all stocks of the piggery and poultry projects and other animal project assignments;
2. Ensures that proper care and management and other actual practices are implemented in the project assignment;
3. Prepares and submit required reports on time such as but not limited to litter record, breeding record, mortality and clinical record, feeds consumption record, and monthly inventory of stocks;
4. Maintains cleanliness and sanitation of the farm house and environment;
5. Ensures the sustainability of the different project assignments.
6. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Subject: Security Guard II

1. Safeguards College's properties and facilities including the water reservation.
2. Sees to it that the College population is always protected.
3. Advises/recommends security measures to superiors and helps impose school rules and regulations.
4. Investigate and reports unusual and infraction on rules and regulations on security
5. Acts as member of the Student Board of Discipline
6. Escorts the cashier in withdrawing/depositing cash.
7. Serves as head of the Security Unit.
8. Prepares and submits required reports.
9. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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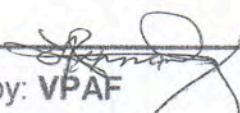
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Subject: Security Guard II

1. Safeguards College's properties and facilities including the water reservation.
2. Sees to it that the College population is always protected.
3. Accosts suspicious persons and reports unusual happenings/incidents and maintain peace and order within the vicinity.
4. Conducts preliminary investigation on the disturbances and infractions of the college rules and regulations.
5. Take note of the persons and vehicles entering and leaving the school premises
6. Prepares and submits required reports.
7. Escorts the cashier in withdrawing/depositing cash.
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Subject: Vice President for Administration and Finance

1. Works in close coordination with the President in providing leadership in the execution of the College policies governing management and operations for the effective attainment of the objectives of the existing and/or ongoing programs and projects.
2. Helps the President in the continuous monitoring of programmed activities to ensure that these are implemented according to plans.
3. Helps the President on matters pertaining to policy formulation on the various services and programs of the College.
4. Rates and recommends efficiency ratings of personnel and reviews periodic report.
5. Recommends attendance to seminars, study leaves, scholarship and leave of absence of personnel under him/her.
6. Coordinates recruitments of faculty and staff.
7. Establishes and maintains linkages with government organizations and non-government organizations in the promotion of the College mission and vision and the maintenance of peace and order in the campus.
8. Directs the preparation of office orders, memoranda and correspondence.
9. Provides and administer immediate administration and supervision over the different sections/units of the department:
  - a. Reviews, analyzes and integrates budgetary request of the different units of the College.
  - b. Ascertain that actual expenditures are in accordance with authorized appropriation and allotments.
  - c. Keeping of the books of accounts and the preparation of financial of the College.
  - d. Collection, disbursements, and safekeeping of money and other incomes of the College.
  - e. Preparation of the plantilla and preparing of documents concerning personnel.
  - f. Procurement, receipts and allocations of land, buildings, supplies and equipment and provide for their maintenance.
10. Supervises the business management of auxiliary enterprise of the College such as dormitories, students and staff housing, cafeteria, transportation and utilities.
11. Administers and supervises the operations, repair and maintenance of
12. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Campus Administrator

1. Provides leadership in the formulation and implementation of policies, plans, programs, and projects of the College to carry out the objectives of education adapted to the needs of the community.
2. Plans, coordinates, administers and evaluates all programs, projects and activities of the College.
3. Recommends promotion of faculty and other personnel as authorized by the College President. Encourages professional growth of the teaching and support staff.
4. Provides leadership in the conduct of researches and studies in curriculum development and make appropriate proposals for improving and updating the curriculum.
5. Takes action on all communications including application for leave of absences and attends to such other matters which are delegated by the College President and other authorities.
6. Supervises the maintenance and up-keep of College plant and facilities.
7. Evaluates and rates performance of faculty and employees.
8. Exercises general supervision and management of personnel.
9. Sees to it that the College is provided with proper health, medical and other facilities.
10. Maintains good public relations with students, faculty and other employees and the community as well.
11. Attends and/or conducts in-service trainings, seminars, workshops and other education program to the faculty and employees.
12. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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Subject: Director for Planning, Monitoring and Evaluation

1. Conducts surveys to gather data on the profile/resources of the province for an accurate record in order to institutionalize its collection, generation and utilization.
2. Establishes an updated database information system to facilitate the generation of specific data in extension, research, production and instruction and carries out environmental scanning for planning strategic quality and policy making of the campus.
3. Crafts, reviews and updates vision, mission, goal and objectives of the College and its programs.
4. Prepares and updates annual college plan in coordination with the different heads of unit and in some program and activities of the units that need documentation.
5. Submits proposals to conduct seminar/training on planning and development studies for approval.
6. Coordinates with the different units of the College and works with the Budget Officer in the preparation of budget proposal for funding activities for the coming year.
7. Attends to meetings, conferences and workshops in the local, provincial and regional level related to planning work.
8. Prepares and submits required reports usually undertaken in the planning.
9. Prepares guidelines/criteria for the monitoring and evaluation of programs/ projects for approval by the College President.
10. Mobilizes the monitoring and evaluation team to monitor the implementation of the approved guidelines.
11. Undertakes evaluation of the programs/projects on the basis of the approved criteria for evaluating the programs/projects.
12. Attends to the teaching and related activities of the students and the subjects handled.
13. Coordinates and discuss with the coordination committee on findings of evaluation committee for their information and guidance.
14. Performs other duties not mentioned above and as maybe directed by the College President or his representatives.

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**Subject: Director for Women, Gender and Development**

1. In-charge of the Office on Women, Gender and Development of the College.
2. Spearhead the preparation of GAD plan and budget of the College
3. Facilitate the implementation and accomplishment of GAD plans, programs and projects
4. Coordinate the GAD activities with the different departments and units of the College.
5. Take charge of the dissemination and information of plans relevant to Women, Gender and Development
6. Represent the College on matters pertaining to gender and development
7. Attends to invitations to seminars and trainings whenever necessary
8. Report plans and accomplishments of the GAD to the Office of the President and other offices as needed
9. Perform other related tasks.



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**Subject: Director for Disaster Risk Reduction and Management**

1. Formulate and implement a comprehensive and integrated Disaster Risk Reduction and Management Program in accordance with the national, regional, provincial and municipal frameworks and policies on disaster risk reduction in close coordination with the Local Government Development Council;
2. Develop, strengthen and operationalize mechanism for partnership or networking with the local government, private sector, civic organizations and volunteer groups;
3. Set the direction, development implementation and coordination of disaster risk management programs/activities of the College;
4. Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within nearby communities;
5. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management;
6. Facilitate and support risk assessments and contingency planning activities of the College.
7. Consolidate local disaster risk information which include natural hazards, vulnerabilities and climate change risks and maintain a local risk map;
8. Conduct continuous disaster monitoring and utilize the facilities and resources of the College for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedure;
9. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the locality and disseminate information to raise public awareness and implement cost-effective risk reduction measures or strategies;
10. Organize, train, equip and supervise the College Emergency Response Team ensuring that they are equipped with basic skills in addressing emergency situation and ensuring efficient mechanism for immediate delivery of basic needs of the affected individuals;
11. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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**Subject: Director for Production and Business Operations**

1. Assumes direct responsibilities in the administration of overall farm operations, implementation of policies, programs and guidelines to achieve targets with high efficiency.
2. Promotes sense of responsibility, commitment, accountability, harmonious camaraderie and cooperation and establish linkage for smooth functioning of all projects.
3. Initiates farm planning and organize manpower resources for implementation of activities in various income generating projects of the College.
4. Teaches one or two subjects as maybe assigned by concerned authorities
5. Supervises personnel in different income generating projects (IGPs).
6. Prepares and submits needed reports and other documents which are related to the operation and proceeds of the projects.
7. Meets IGP Personnel and discusses plans and progress reports, problems encountered and formulate possible solutions.
8. Performs other duties not mentioned above and as maybe directed by the College President or his representatives.



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Subject: Director for Administrative Services

1. Coordinates and monitors programmed activities of the Administrative Services personnel to ensure that these are implemented according to plans and programs of the College.
2. Signs reports and other official documents of the College which pertains to administrative services.
3. Recommends attendance to seminars, study leaves, scholarship and leave of absence of administrative services staff.
4. Provides the needed support and coordination to College personnel in the performance of instructional, research, extension activities and production projects.
5. Provides and administer immediate administration and supervision over the different sections/units of the department in:
  - a. implementing balanced personnel programs of the College
  - b. handling and processing personnel transactions
  - c. Procurement and distribution of the needed supplies, materials and equipment
  - d. filing and maintenance of necessary records
  - e. other functions of the administrative services.
6. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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**Subject: Director for Finance Services**

1. Coordinates and monitors programmed activities of the Finance Services personnel to ensure that these are implemented according to plans and programs of the College.
2. Signs obligation requests and other supporting papers needed for payment to be made to all creditors of the College.
3. Signs reports and other official documents of the College which pertains to financial matters.
4. Recommends attendance to seminars, study leaves, scholarship and leave of absence of finance service staff.
5. Provides and administer immediate administration and supervision over the different sections/units of the department in:
  - a. transactions pertaining to fiscal matters of the College.
  - b. coordination of budget preparation, amelioration and execution.
  - c. filing and maintenance of necessary records
  - d. other functions of the finance services.
6. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

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**Subject: In-Charge for Planning**

1. Assist in planning and programming of priorities in research, extension, instruction and production.
2. Participate in the following:
  - a. Coordinating with the different units of the College in the preparation of programs/projects for funding for the coming year.
  - b. Preparing and updating the Annual College Plan.
  - c. Reviewing and updating the College Vision, Mission, Goals and Objectives.
  - d. Establishing database information on the profile/resources of the province and municipality as well as specific data in Research, Extension, Instruction and Production.
3. Prepare and submit required reports.
4. Attend meetings, conferences, trainings/workshops in the local, provincial and regional levels related to Planning and/or Monitoring and Evaluation (PME).
5. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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**Subject: in-Charge for Monitoring**

1. Assist in planning and programming of priorities in research, extension, instruction and production.
2. Participate in the following:
  - a. Coordinating with the different units of the College in the preparation of programs/projects for funding for the coming year.
  - b. Preparing and updating the Annual College Plan.
  - c. Reviewing and updating the College Vision, Mission, Goals and Objectives.
  - d. Establishing database information on the profile/resources of the province and municipality as well as specific data in Research, Extension, Instruction and Production.
3. Prepare and submit required reports.
4. Attend meetings, conferences, trainings/workshops in the local, provincial and regional levels related to Planning and/or Monitoring and Evaluation (PME).
5. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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**Subject: In-Charge for Evaluation**

1. Assist in the formulation of the evaluation guidelines/criteria for the evaluation of the programs/projects of the College for approval of the College President.
2. Acts as Vice-Chairperson of the Evaluation Committee.
3. Coordinates and discusses with the Director for Planning, Monitoring and Evaluation (DPME) the results of evaluation procedures.
4. Participates in the following:
  - a. Establishment of data base information on the profile/resources of the Extension, Instruction and Production.
  - b. Reviewing and updating of the Annual College Plan.
5. Attends meetings, conferences, training / workshops in the local, provincial and regional level related to Planning, Monitoring & Evaluation.
6. Prepares and submit required reports.
7. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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Subject: Professor VI

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Perform other duties that may be assigned by the President or his authorized representative/s.



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Subject: Professor II

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.



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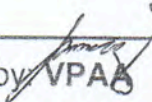
Effectivity Date: November 2, 2016

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**Subject: Professor I**

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.

Prepared by:  HR

Approved by:  VPAB



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Subject: Assistant Professor IV

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.



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Subject: Assistant Professor III

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.

Prepared by

*[Signature]*  
HR

Approved by *[Signature]*  
VPAA





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Subject: Assistant Professor II

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.



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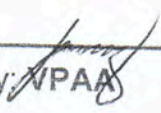
Effectivity Date: November 2, 2016

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**Subject: Assistant Professor I**

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.

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Approved by: 



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**Subject: Instructor III**

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.



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Subject: Instructor II

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and
11. Does related work as assigned by the President or his authorized representative/s.



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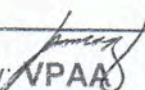
Effectivity Date: November 2, 2016

Next Revision Date: \_\_\_\_\_

Subject: Instructor I

1. Teaches the theories, principles and practices in the area of specialization;
2. Prepares, enriches, and updates instructional materials for a more effective teaching-learning process;
3. Coordinates with the Director in all activities relevant to the position;
4. Prepares and administers tests and other evaluation methods to measure student progress;
5. Coordinates with MINSCAT personnel and external agencies in planning out programs, projects, etc. related to the teaching-learning process;
6. Prepares and submits reports and other requirements;
7. Attends in-service seminars and meetings called for the improvement of instructional activities;
8. Implements innovative strategies in teaching and disseminate them to other instructors;
9. Conducts relevant researches in the area of specialization /sustainable extension/community activities/production activities of the College;
10. Participates in the planning and development of curricular programs when requested; and Does related work as assigned by the President or his a

Prepared by:  HR

Approved by:  VPAA



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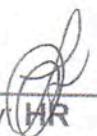
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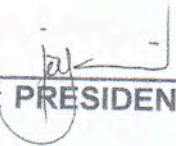
Effectivity Date: November 2, 2016

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Subject: Vice-President for Academic Affairs

1. Helps the College President in implementing all educational policies, programs and projects of the College.
2. Helps the College President in supervising all matters relating to curriculum, instruction and other academic activities of the College.
3. Coordinates periodic academic program review and work with the Campus Administrators Directors for Instruction and Program Chairs in the review, study and development of curriculum in the improvement of instruction.
4. Provides advisory recommendations to the College President on all Academic appointments, tenure and promotion.
5. Helps the College President establish priorities and plans for program development activities.
6. Works closely with the College President, Vice Presidents, Campus Administrators and Directors of all campuses as necessary and maintains regular contact with other office personnel related to academic affairs.
7. Presides at meetings of Academic Council in the absence of the College President
8. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by:  HR

Approved by:  PRESIDENT



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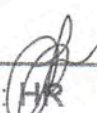
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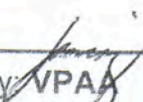
Effectivity Date: November 2, 2016

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Subject: Director for Graduate Studies

1. Prepares long range plans for the improvement of graduate program in the College.
2. Supervises classes in the graduate school and makes recommendation for improvement of instruction.
3. Initials/reviews and prepares the curriculum, curricular offerings, admission, retention and recommendation, awarding of honors and degrees.
4. Prepares faculty load and coordinate with the VPAA , and registrar on the preparation of class schedules and other year round activities of the Graduate Studies.
5. Conducts comprehensive examinations, thesis works and other related works.
6. Plans and conducts faculty meetings and other in-service activities for personnel on the graduate level.
7. Conducts research and exercises initiative in generating funds, study and research and fellowship for graduate students and faculty.
8. Plans out and recommends budgetary appropriations for the graduate school needs, projects and programs.
9. Recommends expenditures chargeable to funds apportioned to the graduate school.
10. Performs other duties not mentioned above and as may be directed by the College President or his representatives.

Prepared by: 

Approved by:  VPAA



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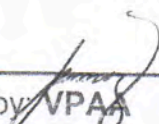
Effectivity Date: November 2, 2016

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Subject: Director for Instruction

1. Monitors all instructional activities in the College.
2. Provides leadership in the development and evaluation of current curricular programs, course materials, methods of instruction and other academic matters and submit recommendations.
3. Promulgates rules and procedures for facility of delivery of instructional services for presentation to the College faculty and recommendation for approval of the College President/Campus Administrator.
4. Chairs meetings of the College faculty and staff including meetings of duly organized standing committees.
5. Undertakes regular appraisal of faculty performance and special development projects.
6. Provides leadership in the preparation of instructional materials and other forms of educational media.
7. Exercises functional authority in the preparation of faculty workload and class programs.
8. Prepares, participates in planning and submits reports as maybe required by the office or by various agencies from time to time.
9. Recommends individual faculty members to specific stints/projects and to participate in seminars, workshops and trainings.
10. Attends to the teaching classroom activities of students in the subjects handled.
11. Assists in the coordination, design and update of instructional/academic program long-range plans.
12. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by: 

Approved by:  VPAA





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Subject: Director for Student Welfare Services

1. Provides leadership in the delivery of basic student services particularly in:
  - \* Guidance and Counseling
  - \* Student Discipline
  - \* Student Publication
  - \* Student Organization and Socio-cultural affairs
  - \* Housing
  - \* Scholarship and Financial Assistance
  - \* Job Placement
2. Provides leadership in the enforcement of students' discipline and acts as member of the Board of Discipline.
3. Serves as intermediary between the studentry and the administration in the delivery of basic student services.
4. Coordinates and monitors the activities of student welfare services for effective and efficient delivery of services.
5. Attends conferences/seminars/meetings concerning students' services and welfare.
6. Attends to the teaching and related activities of students in the subjects handled.
7. Performs other duties not mentioned above and as maybe directed by the College President or his representatives.



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Subject: Director for Sports and Recreation

1. Provides leadership in the formulation and implementation of policies, plans, programs and projects relevant to sports, recreation and cultural activities.
2. Plans, organizes, and supervises Physical Education, Sports, Recreation and other related activities.
3. Participates and leads actively in sports, recreational and cultural activities among students, co-workers and community.
4. Trains and develops students/athletes who will excel in local and national competitions.
5. Supervises, maintains and check up sports supplies, materials, equipment and facilities.
6. Determine the budgetary requirements for sports, cultural and recreation activities for inclusion to annual and general budget of the College.
7. Keeps and maintains records relevant to sports, cultural and recreational activities.
8. Prepares schedule and training programs of athletes and enforces discipline to athletes during practice and in competition.
9. Determine the privileges and benefits of varsity athletes who participated in athletic events following the approved guidelines set by the sports council.
10. Takes charge for the activities of the organized cultural groups of the College.
11. Helps ensure procurement of good and quality athletic supplies and materials for sports, PE and recreation activities.
12. Performs other related duties as maybe directed by the College President or his representatives.



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Subject: Director for National Service Training Program

1. Exercises academic and administrative supervision in the formulation, adoption and implementation of the different NSTP components offered in the College.
2. Shall coordinate, monitor and evaluate the NSTP program.
3. Renders periodic reports to CHED Regional Office, TESDA Provincial/District Office and DND-AFP (through the Major Service Reserve Commands) for them to oversee and monitor the implementation of the College NSTP, to determine if the trainings conducted are in consonance with the Act under Section 8, paragraph d, IRR-NSTP).
4. Communicates with school authorities on matters relating to the NSTP subject for final actions and approval, which shall be communicated further to all concerned offices or agencies.
5. Recommends to school authorities budget for programs and activities including facilities for the effective and efficient implementation of the program.
6. Does other related duties not mentioned above and as maybe directed by the College President or his representative.



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**Subject: Principal, Laboratory High School**

1. Provides leadership in the formulation and implementation of policies, plans, programs and projects to carry out the objectives of education for secondary school adapted to the needs of the College and community.
2. Prepares the class program of the Laboratory High School and determines the elective courses the school will offer to the students.
3. Observe classes of teachers.
4. Prepares program of expenditures of the Laboratory High School based on the approved budget.
5. Plans and organizes the co-curricular activities of teachers and students.
6. Supervises the maintenance and up-keep of buildings utilized for instruction in the Laboratory High School, classroom, fixtures and instructional materials.
7. Make available to the teachers and students the needed instructional materials.
8. Prepares program of testing in coordination with the Guidance Counselor.
9. Evaluates and rates performance and recommends promotion of teachers.
10. Helps in maintaining discipline and in establishing a good public relation program.
11. Conducts in-service education program to the teachers.
12. Coordinates with other department heads.
13. Preside during high school teachers meeting.
14. Performs other related duties not mentioned above and as maybe directed by the College President or his representatives.



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**Subject: Department Head**

1. Take charge in the planning and implementation of effective program of instruction in the Department.
2. Coordinates with the Director for Instruction/Program Coordinator regarding the curricular concerns, activities and other matters related to the program offering.
3. Facilitates preparation of reports such as Program of Receipt and Expenditure for the Department in coordination with the Program Coordinators.
4. Formulates and recommends policies, plans and programs for the improvement of the teaching and learning process and compliance to standards/requirements set by the CHED and other accrediting bodies.
5. Assists in class observations and facilitate faculty evaluation.
6. Assists in the implementation of curriculum and monitoring of academic policies and instructional activities of the program for the attainment of program goals and objectives.
7. Plans, organizes, implements, monitors and evaluates review classes for board programs.
8. Assists in the preparation of faculty workload, faculty and class programs.
9. Reviews syllabi, table of specifications and test questions to ensure attainment of program objectives and outcomes.
10. Organizes regular meetings with Program Coordinator/faculty.
11. Prepares and submits reports required reports.
12. Organizes training seminars to address needs and identify relevant external training opportunities.
13. Assists in the preparation and implementation of faculty development plan.
14. Assists in the development of public relations and communications strategies to support program goals and establish linkages
15. Performs other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Program Coordinator

1. Discharge duties and responsibilities in coordination with Department Chair/Director for Instruction and other key officials.
2. Assist the Department Chair and Director for Instruction in the planning, development and implementation, review and revision of the program curriculum.
3. Assist in the implementation and monitoring of curriculum, academic policies and instructional activities for the attainment of program objectives and outcomes.
4. Coordinate with the program RED Coordinators in planning and implementing research and extension activities of the program.
5. Coordinate with the concerned College personnel/key officials to ensure program compliance to CHED requirements and accrediting bodies.
6. Organize regular meetings with faculty to foster positive relationship and address relevant and immediate concerns.
7. Act as practicum in-charge and ensure the acquisition of desired competencies in office/area assignment.
8. Prepare and submit required reports.
9. Assist in the conduct of graduate tracer study/employability.
10. Counter check class cards of students and reports submitted by the faculty.
11. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Accreditation Coordinator

1. Coordinate with the Overall Head for Accreditation and Internal Assessment/VPAF, Administration, and the Local AACCUP Task Force on the following major concerns:
  - a. details and plans for the forthcoming survey visit;
  - b. preparation and submission of the required documents and/or reports; and
  - c. composition of the local task force.
2. Conduct internal assessment and ensure quality and adequacy of documents submitted for accreditation.
3. Coordinate with the College President through the Overall Head /VPAF the short and long term plans for the accreditation of the different programs.
4. Conduct orientation on the use of instrument to incorporate updates made by the AACCUP.
5. Assist in the formulation of and recommend policies and programs for the enhancement of the accreditation process.
6. Monitor and facilitate program compliance to AACCUP recommendations.
7. Organize meetings with the Local AACCUP Task Force.
8. Prepare requisitions for the supplies, equipment and relevant materials needed for accreditation.
9. Maintain the updating of all the records in the Accreditation Center including the cleanliness of the area.
10. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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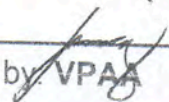
Effectivity Date: November 2, 2016

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Subject: OJT/Practicum Coordinator

1. Ensure the compliance of trainees to requirements set by CHED and partner agency for the conduct of on-the-job training.
2. Coordinate with different partner agencies on the conduct of on-the-job training.
3. Ensure that OJT objectives and expected outcomes are met during the training period.
4. Coordinate with OJT advisers the preparation of training plans and proposal of technical report.
5. Facilitate, monitor and evaluate the conduct of on-the-job training.
6. Plan and submit schedule of activities for OJT.
7. Organize meetings to orient parents, students and faculty on the requirements and conduct of on-the-job training.
8. Establish and maintain linkages with all the partner agencies.
9. Prepare and submit required reports.
10. Convey and fetch trainees.
11. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.

Prepared by: 

Approved by:  VPAA





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Subject: Student Teacher Supervisor

1. Discharge duties and responsibilities in coordination with Program Coordinator/Department Head.
2. Plan for and facilitate the preparation of the schedule of the activities for the implementation of pre-service training.
3. Coordinate with the DepEd on the deployment of students teachers and other concerned Principals for the in-campus/ out-campus practice teaching.
4. Prepare Memorandum of Agreement between MinSCAT and DepEd on deployment of student teachers.
5. Endorse the student-teachers to the principals of the schools where they are assigned.
6. Monitor the performance and condition of the students teachers throughout the training.
7. Orient the student-teachers of their functions and responsibilities.
8. Maintain/establish academic linkages.
9. Prepare and submit required reports.
10. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Student Teacher Adviser

1. Supervise and guide the student-teachers in lesson planning, preparation of instructional materials and other related activities.
2. Assist the Student Teacher Supervisor in the discharge of his/her duties and responsibilities.
3. Conduct regular meeting with the student teachers to discuss related concerns and ensure that the objectives of the training are fully met.
4. Conduct regular monitoring on the progress of the student-teacher in teaching and related activities.
5. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Sports Coordinator

1. Supervise, monitor and evaluate sports, physical and recreational activities.
2. Prepare program of receipt and expenditures on the proper implementation of program for sports and recreation in coordination with the Director for Sports and Recreation and different coaches.
3. Prepare and implement regular and comprehensive training program for the members of the varsity team.
4. Conduct regular inventory of the sports facilities and equipment to ensure their availability and functionality.
5. Ensure compliance of athletes to requirements for in campus and off campus competitions
6. Establish and maintain linkage with other sports organizations for sports events and other related undertakings.
7. Prepare and submit required reports.
8. Recommend and suggest other matters for the improvement of sports program.
10. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: NSTP/CWTS/LTS Coordinator

1. Discharge duties and responsibilities in coordination with Director for NSTP.
2. Prepare program and activities for the implementation of CWTS, LTS and ROTC.
3. Supervise and monitor ROTC, CWTS, LTS program and activities.
4. Coordinate with the College offices/personnel on the implementation of CWTS, LTS, ROTC programs and projects.
5. Coordinate with the DNSTP and Commandant the issues and concerns on the conduct of activities and other related matters.
6. Perform other duties related to this designation for the effective and efficient implementation of NSTP in the Campus and other duties that may be assigned by the higher authorities.
7. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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**Subject Student Organization Coordinator**

1. Discharge duties and responsibilities in coordination with Program Coordinator/Department Chair/DSWS
2. Advise the officers and members of the organization from time to time as the need arises.
3. Review and approve organization action plans and accomplishment reports
4. Provide general guidance to the organization officers and members
5. Attend and monitor the implementation of the organization's projects, programs, activities, and meetings
6. Ensure that the activities of the organizations conform with the rules and regulations of the College.
7. Review and approve the financial statement of each organization
8. Consolidating organization's accomplishment report
9. Prepare and submit monthly accomplishment report to the DSWS
10. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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**Subject: College Student Council Adviser**

1. Monitor the implementation of Councils' programs and activities.
2. Ensure that pertinent documents of student organization such as Constitution and By- Laws, Action Plan, Calendar of Activities, Financial Reports and others are well kept
3. Review financial status of the organization.
4. Ensure that accomplishment, financial and other required reports are submitted by the Council
5. Attend regular meetings and consultations with the officers of the organizations
6. Submit monthly accomplishment report as CSC Adviser to the Director for Student Welfare Services.
7. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Student Organization Adviser

1. Discharge duties and responsibilities in coordination with DSWS
2. Guide and assist the organization officers in planning, organizing, and implementing their activities.
3. Prepare and submit supervisory program/plan.
4. Ensure the implementation organization's Income Generating Project and conduct of the society's exterior activities.
5. Ensure successful conduct of the society's activities
6. Advise the officers and members of the organization from time to time as the need arises.
7. Submit accomplishment report to the Director of Student Welfare Services copy furnish the Director for Instruction and Extension
8. Recommend participation/ attendance of organization officers/ members to relevant seminars/workshops/ trainings/ conferences/ competitions
9. Review and check financial status of the organizations.
10. Attend and supervise organization's meetings and activities.
11. Approve/Sign organization communications and reports
12. Ensure that the activities of the organization conform to the rules and regulations of the College.
13. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Scholarship Coordinator

1. Discharge duties and responsibilities in coordination with DSWS
2. Prepare plans for effective implementation of scholarship programs
3. Take charge in the implementation of scholarship programs for students.
4. Coordinate with other agencies for possible scholarship benefactors.
5. Conduct consultative meetings with the scholars.
6. Prepare and submit accomplishment reports to the DSWS.
7. Prepare and submit documents/reports different scholarship sponsoring agencies.
8. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.





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Subject: Job Placement Coordinator

1. Discharge duties and responsibilities in coordination with DSWS/ Program Coordinator/ Department Head/Director for Instruction
2. Coordinate with different public and private agencies/companies for possible employment opportunities of graduates
3. Disseminate information on job opportunities.
4. Establish and maintain linkage with the industry.
5. Organize job fair for graduating students and alumni.
6. Submit accomplishment report to the Director for Student
7. Coordinate with the Program Coordinator on the conduct of tracer/employability study Welfare Services
8. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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**Subject: Student Discipline Coordinator**

1. Coordinate with the proper authority in the institution regarding the implementation and violations of the College rules and regulations.
2. Monitor and check a students' behavior inside the campus during programs and other activities.
3. Conduct information dissemination regarding College rules and regulations.
4. Discharge duties and responsibilities in coordination with DSWS.
5. Submit written reports to the Board of Student Discipline.
6. Prepare and submit accomplishment report to the DSWS.
7. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Student Publication Adviser

1. Guide the editorial board in planning, monitoring and implementation of the action plan.
2. Guide in the formulation of policies and programs for the enhancement of the writing skills of the editorial staff
3. Conduct screening of applicants through written and oral interview
4. Ensure the printing and distribution of tabloids/newsflash/magazines/newsletter and folios to the students and offices every semester
5. Guide the editorial board in the proper allocation, disbursement and liquidation of the publication fee
6. Escort, coach and train participants who will join the press conference
7. Attend and supervise meetings of the editorial board
8. Sign, approve and endorse communications and reports
9. Prepare and submit accomplishment report to DSWS
10. Monitor the upkeep of the publication office
11. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.

Prepared by:  HR

Approved by:  VPAA



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Subject: Student Housing Coordinator

1. Plan for programs/activities of the dormers.
2. Conduct regular meetings with the dormers
3. Monitor the cleanliness of the dormitory including its surroundings.
4. Oversee the implementation of dormitory rules and regulations
5. Visit the dormitories/boarding houses regularly
6. Prepare and submit reports on visitation, misbehaviour of the dormitory occupants, list of dormers and other pertinent reports to the DSWS
7. Provide list of accredited boarding houses.
8. Recommend accreditation of boarding houses
9. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Director for Research

1. Prepares medium and short term plan for research in coordination with other departments in the College Campus.
2. Assists in establishing and maintaining linkages with other R & D institutions
3. Assists in fund sourcing activities for research projects
4. Provide leadership in the development of research proposals
5. Review research proposals submitted through research council
6. Recommends whenever necessary to the VP for Research, Extension & Development rules and procedures for facility of research services.
7. Coordinates with the projects and study leaders to determine progress of research activities relative to timetable and expected outputs
8. Monitor research activities, evaluates results obtained and recommends viable solutions to problems encountered.
9. Screens and recommends worthwhile research results for publication.
10. Disseminates to the faculty the regional research circulars, R & D agenda and other relevant information for research.
11. Conducts researches within his/her field of expertise and in line with the research agenda of the College.
12. Prepares and submits reports as required by the Office and by other agencies.
13. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.



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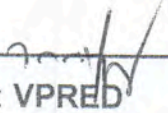
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**Subject: Director for Extension**

1. Prepares medium and short term plan for extension in coordination with other departments in the College Campus.
2. Assists establishing and maintaining linkages with other institutions.
3. Assists in fund sourcing activities for extension projects.
4. Provides leadership in the development of training designs and modules.
5. Reviews proposals on extension projects.
6. Recommends whenever necessary to the Vice President for Research, Extension and Development (VPRED) rules and procedures for facility of extension services.
7. Coordinates with program and project leaders to determine progress of extension activities relative to timetable and expected outputs.
8. Helps in the formulation and implementation of viable solutions to problems on extension encountered.
9. Recommends useful information and technologies for dissemination and adoption by clientele.
10. Disseminates to the faculty the regional and national extension agenda and other relevant information for extension.
11. Conducts extension activities within his/her filed of expertise.
12. Prepares and submits reports as required by the Office and by other agencies.
13. Disseminates relevant information about the thrusts, programs and projects of the College which the public should be apprised about.
14. Performs other duties not mentioned above and as maybe assigned by the College President or his representative.

Prepared by: 

Approved by:  VPRED



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Subject: Research Coordinator

1. Coordinate programming, planning, implementation and evaluation of research programs / projects in their respective academic department and submit related reports;
2. Complements with other units of the College to bring about efficient utilization of available resources and cause continuous enrichment of project activities related to conceptualization of research priorities;
3. Represents the academic department in appropriate bodies, chairs meetings of project staff and resolves issues / problems;
4. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative..



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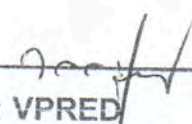
Effectivity Date: November 2, 2016

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Subject: Program/Project Leader

1. Formulates research program/project plans and operational schemes;
2. Provides advice to Research Coordinator on the direction and evaluation of staff performance;
3. Carries out research program / project plans and oversee their full implementation;
4. Identifies problems that may adversely affect the unit's stability and institutes measures to solve or put them under control;
5. Prepares preliminary reports on the research project and helps finalize terminal reports and other write-ups that may be requested;
6. Sees to it that the welfare of the research project staff is properly taken care of; and
7. Observes/evaluates research project staff performance.
8. Attends in-service training programs and participates actively in unit meetings/activities;
9. Chairs meetings as may be assigned; and,
10. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.

Prepared by:  HR

Approved by:  VPRED





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Subject: Study Leader

1. Prepares research proposals;
2. Conducts studies on research priority areas;
3. Carries out plans/proposals specifically assigned to him/her and makes necessary reports on activities undertaken;
4. Supervises research assistants in the conduct of their activities; and
5. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.



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Subject: Extension Coordinator

Coordinates in the planning, implementation, monitoring and evaluation of outreach and extension activities and other development of extension programs in their respective academic programs.



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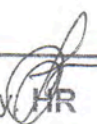
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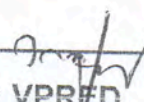
Effectivity Date: November 2, 2016

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Subject: Program /Project Leader

Carry out and manage extension program /project plans and other operational schemes

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Approved by:  VPRED



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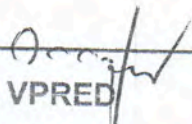
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Subject: Community Organizer

1. Conducts techno promotion activities like trainings, seminars, orientation, coordination and planning meetings and other related activities.
2. Provides technical assistance to clientele either individually or in groups.
3. Assist in local development planning and implementation of projects.
4. Assist clientele in accessing fund sources and other stakeholders

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Approved by:  VPRED



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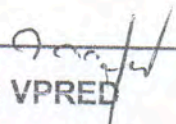
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Subject: Training Specialists / Communication

1. Develops, initiates, implements, monitors and evaluates the training program for partners of development, various groups of clientele in collaboration / consultation with the Director for Extension and other staff of the Extension Office.
2. Develops training materials such as training kits, syllabi, modules and audio-visual materials.
3. Helps in the continuous organizational development for effective and efficient implementation of the training program.
4. Provides feedback to the management with regard to the implementation of the training program.
5. Perform other related functions not mentioned above and as may be required by the College President or his authorized representative.

Prepared by: MR 

Approved by: VPRED 



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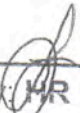
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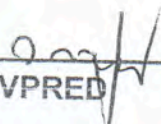
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**Subject: Director for Development**

1. Prepares medium and short- term plan for development in coordination with other departments in the College Campus.
2. Assists in establishing and maintaining linkages with other institutions.
3. Assists in fund sourcing activities for development projects.
4. Provides leadership in the formulation of designs for development of new materials, products or devices, processes and services.
5. Screens proposals on product/process/service development.
6. Recommends feasible and viable development projects for implementation in the College.
7. Coordinates with the Research Director/Coordinator researches for the identification and formulation of product/process/service development projects emerging from research results.
8. Monitors development projects, evaluate results obtained and recommends viable solutions to problems encountered.
9. Recommends whenever necessary to the VP RED rules and procedures for facility of development services.
10. Disseminates to the faculty the regional and national development agenda & and other relevant development information.
11. Conducts R & D activities within his/her field of expertise.
12. Prepares and submits reports as required by the office and by other agencies.
13. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.

Prepared by:  HR

Approved by:  VPRED



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Subject: Vice-President for Research, Extension & Development

1. Provides leadership for policy formulation, strategic planning and advocacy for research, extension and development in the College.
2. Establishes and maintains linkages with other R & D institutions.
3. Spearheads fund sourcing activities for various research, extension and development undertakings.
4. Provides leadership in the review of project proposals on research, extension and development and recommends possibilities for local and outside funding.
5. Coordinates with the respective Directors for Research, Extension and Development of each campus in the College for the determination of the progress of research, extension and development activities.
6. Evaluates and reports to the College President performance measures on research, extension and development in the College and recommends viable solutions to identified problems and constraints.
7. Coordinates with the publication of worthwhile research results, as well as useful information and mature technologies for dissemination, adoption and commercialization.
8. Collaborates with the Vice President for Academic Affairs for the promotion of qualified student researches in the graduate and undergraduate academic programs.
9. Acts as one of the program/project and/or study leaders on research, extension and development within his/her field of expertise.
10. Prepares and submits reports as maybe required by the office and by other agencies.
11. Makes active representation to regional, zonal, national symposia, conferences and budget consultations on research, extension and development in the College.
12. Taps, coordinates and establishes pool of technical experts for assignment and recommendation to specific research, extension and development stints/ projects and recommend faculty members to participation in seminars, trainings and workshops.
13. Performs other duties not mentioned in any of the above and as maybe directed by the College President or his representative.