



University of Southeastern Philippines
Office of President

27 December 2017

SPECIAL ORDER
No. 605 s. 2017

TO : **MS. GRETCHEN T. CABUNITA**
Faculty, College of Technology

SUBJECT : **DESIGNATION AS MANAGER, INDUSTRIAL LINKAGE OFFICE OF THE COLLEGE OF TECHNOLOGY**

In the exigency of the service, you are hereby designated as Manager of the Industrial Linkage Office of the College of Technology (CT). You shall discharge the following duties and responsibilities:

1. Provide leadership in the On-the-Job-Training (OJT) placement, follow-up and coordination program;
2. Supervise and coordinate with the assigned OJT instructors on their respective course/area;
3. Facilitate the enrollment and orientation process of OJT students on their off-campus training;
4. Conduct regular coordinated observation and monitoring performance evaluation of OJT students in the industry;
5. Scout and look for OJT stations for the College's OJT program;
6. Determine the reading and ability of the OJT students to undergo training;
7. Develop OJT training manual/competencies and recording system of all OJT-related documents;
8. Document and report semestral OJT-related accomplishments and documentary reports of the program;
9. Help promote and market the College programs and USEP curricular offerings and;
10. Develop and maintain USEP-to-industry local and overseas linkages for the College and USEP.

You shall be entitled to a load release of six (6) units.

This Order shall take effect on **January 03, 2018** and will remain in force until **July 31, 2018** unless sooner revoked by a competent authority.


LOURDES C. GENERALAO
President

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*Vice Presidents
Dean, CT
Human Resource Management Division
University Records Office
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