



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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Dean, CT
Human Resource Management Division
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