



University of Southeastern Philippines
Office of the President

31 July 2017

SPECIAL ORDER

No. 325 s. 2017

To : DR. REC E. EGUIA

**Subject: DESIGNATION AS GRADUATE SCHOOL HEAD OF THE
COLLEGE OF DEVELOPMENT MANAGEMENT**

In the exigency of the service, **Dr. Eguia** is hereby designated as Graduate School Head of the College of Development Management. As Graduate School Head, he shall discharge the following duties and responsibilities:

1. Assist the Dean in the formulation of College policies and in the implementation of the same;
2. Supervise the preparation of annual budget and requisitions of the graduate school;
3. Facilitate academic activities of the Graduate faculty, such as review and evaluation of Graduate degree programs, courses, materials, and methods of instruction and academic requirements;
4. Prepare the semestral loading of faculty in the graduate programs;
5. Help faculty members define their goals and objectives in their work;
6. Develop and implement short and medium-term goals of the graduate school of the college;
7. Initiate curriculum revision, development and budgetary requirements of Graduate School programs;
8. Take the lead in implementing the curriculum of graduate programs of the college;
9. Hold accountable for performance of faculty and students in the graduate school;
10. Submit annual accomplishment report as well as other reports concerning the graduate program which the Dean may require; and
11. Act on matters as may be delegated by the Dean.

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

This office order shall take effect on **August 1, 2017** and will remain in force until **July 31, 2018**, unless sooner revoked by a competent authority.


LOURDES C. GENERALAO
President

Copy furnished:

VP's
Dean, CDM
HRMD
Records
OP File

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