the executive offices of dls-csb
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dls-csb administration manual 2004-2005
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One of the essential characteristics of Lasallian schools is that they are “well-run and disciplined operation[s]” (Mann FSC, 1991). This is gleaned from St. John Baptist de la Salle’s writings, where he showed deep concern over the good conduct of the schools. He urged that the structures of the schools should foster an atmosphere conducive to teaching and learning.

As a learner-centered institution, De La Salle-College of Saint Benilde (DLS-CSB) takes this Lasallian challenge to heart. In line with its mission of creating and nurturing a learning climate, DLS-CSB seeks to promote success through mutual support and respect for all learners.

It is in this spirit that this Administration Manual has been prepared. By codifying the responsibilities of administrators and clarifying the relationships between and among offices/units, we hope to help our school leaders in understanding and fulfilling their respective roles. Thus, they can be better guided in providing transformational experiences for the entire community of students, faculty, staff, and administrators.

May this Manual assist all Benildean administrators as we participate in the collaborative ministry of giving “human and Christian education to the young, ... with service of the poor as a priority, in order to evangelize and catechize, to promote peace and justice.” This we try to accomplish together as a “shared mission” with the Brothers of the Christian Schools (42nd General Chapter, 1993).

ROSE MARIE SALAZAR-CLEMEÑA, PhD
Executive Vice President
De La Salle-College of Saint Benilde
Brief History

De La Salle University System

From the last decade of the 20th century, De La Salle University has expanded and diversified. It has eventually evolved into a University System which Brother Andrew Gonzales, FSC first introduced. Currently, the De La Salle University System includes the following units: the De La Salle Santiago Zobel School (1978), the De La Salle University-Dasmariñas (1987), the De La Salle University-Health Sciences Campus (1987), the De La Salle University-College of Saint Benilde (1988), the De La Salle University-Professional Schools, Inc. (1996), the De La Salle Araneta University (DLSAU) and De La Salle Canlubang.

Initially, DLSU on 2401 Taft Avenue provided resources and expertise in the establishment of these institutions. It extended financial assistance and human resources in building the other campuses. Now officially named DLSU-Manila, it is oftentimes referred to as the Main Campus. With the rapid expansion of all the schools within the System and the technological developments that globally continue to emerge, the coming together as a System where resources may be shared and operations harmonized better serve the multiple educational needs of Filipinos. As a System, De La Salle University has become a potent source of talents for Church and Nation.

De La Salle-College of Saint Benilde

De La Salle-College of Saint Benilde started as the College for Career Development of De La Salle University in 1980. It was renamed Community College in 1984, and in 1988 it became the De La Salle University-College of Saint Benilde. Because of the need to expand, the College moved to its new location at 2544 Taft Avenue, Manila in January 1989; and became an autonomous college in April, 1994. Effective this year, it has been renamed De La Salle-College of Saint Benilde.

The College recognizes the uniqueness and multidimensionality of human intelligence. As such, it offers distinctly relevant and innovative degree and non-degree programs, designed for the development of persons for professions in the arts, design, management, service industries, computer applications in business, and special studies. Upholding the value of individual talents and personal learning styles, the College is an animation of the concept of the multiversity which complements the thrusts of the other units in the System by stressing on excellence in educational innovation and Christian value formation.
Board of Regents

Primary Purpose

The primary purpose for which the Corporation is formed is to establish, conduct, maintain and operate a University System composed of Member Institutions hereinafter mentioned (the “System”), the mandate, purpose and objective of which is to facilitate the spread of Catholic education as modeled by Saint John Baptist De La Salle and Lasallian traditions, the servicing of the multiple educational needs of Filipinos and the creation of synergy by ensuring that the impact of the system as a whole will be greater than the impact of any one Member Institutions or by the System itself are in line with the Lasallian philosophy of education as defined in the relevant resolutions of the Philippine District Chapter of the De La Salle Brothers; to provide and create a forum for the discussion and ventilation of matters and issues of common and mutual interest and concern to the Member Institutions; and to provide a single organization or body of which can effectively and efficiently: a) represent and make representation for and on behalf of the Member Institutions, where so warranted before any person, entity, agency or organization, whether private or governmental, or whether domestic or foreign; b) establish linkages, cooperate and work in conjunction with, primarily, the bigger network of Lasallian educational institutions as represented by the Federation of Lasallian Institutions (FLI) and, secondarily, with foreign institutions, organizations or association, and c) adopt and implement such measures as may be necessary for the administration, maintenance and operation of the System. The System shall be composed of the following Member Institutions. (1) De La Salle University, Inc.; (2) De La Salle Santiago Zobel School, Inc.; (3) Hermano (San) Miguel Febres Cordero Medical Educational Foundation, Inc., (De La Salle University-Health Sciences Campus, Inc.); (4) Frere (Saint Benilde Romancon Educational Foundation (De La Salle University-Dasmarinas), Inc.; (5) Lasallian Educational Innovators Foundation (De La Salle University-College of St. Benilde), Inc.; (6) De La Salle University-Professional Schools, Inc.; (7) De La Salle University-Canlubang, Inc.; and (8) De La Salle – Araneta University (each a “Member Institution”. And collectively, the “Member Institutions”), and such other educational institution that may be established by the Corporation in the future and admitted into the System as member institutions.

(1) Article 1, Section 1

Section 1. The mandate, objective and purpose of the System are as set forth in the Articles of Incorporation. In pursuing this mandate, the System shall be guided by the following commitments:

• It is Christian in its value system, committed to a belief in the religious as a fundamental dimension of the person, to making available academic, liturgical and social avenues for the free pursuit of Christian faith and to integrating the Christian Brothers, administration, faculty and students into a community of genuine Christian love It, however, respects the religious freedom of each member of the academic community.
• It is committed to fostering an awareness of the socio-economic situation- a commitment to the improvement and development of civic and social responsibility and discipline, and a faith and pride in the national culture of the Philippines.
• It is committed to the service of the larger community by making the type of education offered by its Member Institutions accessible to deserving and capable students regardless of socio-economic status, religion or race; by marking its physical and human resources readily available; and by furthering cooperative efforts with neighboring educational institution.

CORPORATE POWERS. Unless otherwise provided by law or these by-laws, the Corporation as well as the corporate powers, business and all properties of the Corporation, shall be vested on and exercised, conducted and controlled by the Board of Regents. Without limiting the express and implied powers of the Board of Regents, the Board of Regents shall have among others, the power to delegate authority which may be lawfully be delegated to officers or committees of the Corporation as are hereby elected, appointed or created. The Board of Regents is further expressly authorized to exercise the following powers/rights, among others:

• To act as the central administrative body of the System and to determine the fundamental policies of the System;
• To maintain and enhance the educational traditions of Saint John Baptist de La Salle and the traditions of the De La Salle Brothers in the Philippines, adapting them to the Philippine setting of the present and the future;
• To ensure, through proper interventions and sponsorship of various programs that the Catholic and Lasallian character of the System be maintained and enhanced among all Member Institutions;
• To conduct a search for and elect the President of the System upon consideration of the recommendation of the Brother Visitor of the Philippine District of the De La Salle Brothers.
• To receive the annual report of the President of the System which will include reports one each of the Member Institutions;
  • To commission the President of the System to submit a rolling ten-year plan for approval and for implementation;
  • To oversee the implementation of the ten-year plan and to ensure compliance with System policies set by the Board of Regents;
  • To evaluate the performance of the President of the System;
  • To approve the addition of new Member Institutions in the future and where necessary to phase out non-viable Member Institutions in the future and where necessary to phase out non-viable Member Institutions;
  • To confirm the appointment of the Executive Vice Presidents or the Chief Operating Officers, as the case may be, of the Member Institutions upon the recommendation of the Member Institutions' Board of Directors and nomination by the President of the System;
  • To appoint the Vice Presidents of Central Administration and the Executive Vice Presidents or the Chief Operating Officers, as the case may be, or persons of equivalent rank and functions for the System;
  • To approve the annual budget of the System and review the annual budget of each Member Institution;
  • To review and give final approval to the incurring of indebtedness or the execution of commercial transactions by a Member Institution and the placement or investment of available funds for short and long term periods;
  • To intervene in crises which may occur among the Member Institutions when these crises are of such magnitude as to threaten the welfare of the System;
  • To supervise and ensure the coordination and synchronization of corporate actions taken by the different board of trustees of the Member Institutions; and
  • To decide on major expansions or consolidation of the System and on such other matters which are of such nature as would have an impact on the objective of maintaining coordination, synchronization and synergy within the System.

COMPOSITION OF THE BOARD OF REGENTS AND TERM OF OFFICE. The Board of Regents shall act as the central administrative body of the System and it shall be composed of fifteen (15) members, all whom shall be elected from the members of the Board of Trustees of De La Salle University, Inc. and each Regent shall have a term of three (3) years each, unless sooner terminated or shall have been disqualified in any manner whatsoever, provided that at the first election of members of the Board of Regents, the term of office of the Regents so elected shall be coterminous to their respective terms of office as members of the Board of Trustees of De La Salle University, Inc., so that yearly thereafter, at least five (5) Regents shall be elected by the membership of the Corporation. At least five (5) of the fifteen (15) members of the Board of Regents shall be members of the Philippine District of the De La Salle Brothers, among whom shall be the Brother Visitor, and all of whom shall sit as voting members of the Board of Regents. The Executive Vice Presidents, the Chief Operating Officers, or in the absence of both the Executive Vice Presidents and the Chief Operating Officer, the persons of equivalent rank and functions, of each of the Member Institutions, representing such Member Institutions, shall sit as non-voting ex officio members of the Board of Regents.

ELECTION, TERM OF OFFICE AND QUALIFICATIONS. The Chairman and Vice Chairman of the Board of Regents, the System President, the Vice President(s), the secretary and the Treasurer shall be elected by the Board of Regents, and each shall hold office for a term of three (3) years and until his successor is elected and qualified in his stead, or until he shall have earlier resigned or shall have earlier been removed in the manner hereinafter provided. Such other officers as may from time to time be elected or appointed by the Board shall hold office for such period, have such authority and perform such duties as are provided in these By-Laws or as the Board may determine. The Chairman and Vice-Chairman of the Board and the System President shall be chosen from among the Regents, and the Secretary shall be a resident and a citizen of the Philippines.

THE SYSTEM PRESIDENT. The President of the Corporation shall at the same time, be the president of each of the Member Institutions. He shall always be a member of the Institute of the Christian Schools unless at the time of election of the President, the Brother Provincial of said Institute waives such qualification. The President shall be elected by the Board of Regents upon consideration of the recommendation of the Brother Visitor of the Philippine District of the De La Salle Brothers. The President shall be the chief executive officers of the System, and each of the Member Institution and, subject to the control of the Board of Regents shall have general care and supervision of the business, property and affairs, as well as over the officers and employees, of the System. He shall, in the absence of the Chairman and the Vice-Chairman of the Board of Regents, preside at all meetings of the members and of the Board of Regents. He shall be responsible for the enforcement of all orders and resolutions of rules and regulations of the System. He shall provide the members and the Board of Regents with an annual, complete and comprehensive report of all activities and undertakings of the System, including all other; and, in general, he shall perform all duties incident to the office of the President and such other duties as may from time to time be assigned to him by the Board of Regents or as prescribed by these By-Laws.
DLS-CSB Board of Trustees

Powers and Functions

CORPORATE POWERS. The powers of the corporation shall be exercised, its business conducted and its property controlled by the Board of Trustees, which shall be composed of ten members. No member convicted by final judgment of a crime involving moral turpitude shall qualify for election to the Board of Trustees within five years after service of the sentence.

CORPORATE OFFICERS AND TERM OF OFFICE. The officers of the corporation shall be the following: President, Secretary, Treasurer, and Controller. They shall be elected by the Board of Trustees. Only members of the Board of Trustees may be elected President. The Board may combine the positions of Secretary and Treasurer in a single person. All officers of the corporation shall hold office for one year and until their successors are duly elected and qualified.

MEETINGS OF THE BOARD. The annual meeting of the members shall be held at the principal office of the corporation in March; on a date and place to be designated by the Board. Quarterly meetings of the members shall be called by the President of the corporation. During such meetings, the President shall render his report to the members regarding the activities of the corporation. Special meetings may be called, as the need therefore arises, by the Board of Trustees or the President or upon petition of one-third of the general membership. Notices of the date, time, and place of annual, quarterly, and special meetings of the members shall be given either personally or by special delivery mail, at least three days before the date set for such meeting. In urgent cases, the notice may be communicated personally, by telephone, or by telegram, if contact is not possible at least two days before the meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting. No other business shall be considered at such meeting, except with the consent of all the members present. Notice of meeting may be waived verbally by any member attending it.

QUORUM AND VOTING. A quorum for any meeting of the members shall consist of a majority of the members; a majority of such quorum may decide any question at the meeting, except those matters where the Corporation Law requires the affirmative vote of a greater proportion. The order of business at the annual meeting of the members shall be as follows:

A. Proof of service of the required notice of the meeting, except when such notice is waived by the members constituting a quorum;
B. Proof of the presence of a quorum;
C. Reading and approval of the minutes of the previous Annual meeting, except when such reading is dispensed with by a majority vote of those present;
D. Unfinished business;
E. Report of the President;
F. Election of the Trustees for the ensuing year;
G. Other matters.

The order of business at any meeting may be changed by a vote of a majority of the members present. Each member shall be entitled to one vote, and voting may be done either in person or by proxy, in writing, and deposited with the Secretary of the corporation at least one day prior to the meeting. Unless so deposited, a proxy shall not be recognized.

Functions and Powers of Officers

1. President. The President shall be the Chief Executive Officer of the corporation. In addition to duties as such, he shall preside in all meetings of the Board of Trustees and those of the members of the corporation. He shall execute all resolutions and/or decisions of the Board of Trustees. He shall be charged with directing and overseeing the activities of the corporation. He shall appoint and have control over all employees of the corporation and review and approve expense vouchers. Together with the Controller of the corporation, he shall present to the Board of Trustees and the members, an annual budget and, from time to time as may be necessary, supplemental budgets. He shall submit to the Board as soon as possible after the close of each fiscal year, and to the members at each annual meeting, a complete report of the activities and operations of the corporation for the fiscal year under his term.
2. Secretary. The Secretary shall give all notices required by the by-laws and keep the minutes of all meetings of the members and of the Board of Trustees, and of all meetings of all committees, in a book kept for the purpose. He shall keep the seal of the corporation and affix such seal to any paper or instrument requiring the same. He shall also perform all such other duties, as the Board of Trustees may, from time to time, assign to him.

3. Treasurer. The Treasurer shall have charge of the funds, receipts, and disbursements of the corporation. He shall keep all moneys and other valuables of the corporation in such bank or banks as the Board of Trustees may designate. He shall keep and have charge of the books of accounts which shall be open to inspection by any member of the Board of Trustees, whenever required. The treasurer shall account for the financial condition of the corporation and all transactions made by him as Treasurer. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Trustees. He shall post a bond in such amount as may be fixed by the Board of Trustees.

QUALIFICATIONS FOR MEMBERSHIP. To be qualified as a member of the corporation, an applicant for membership must be elected or appointed by the Board of Trustees. A member who has been elected as a trustee shall automatically lose his membership once he ceases to be a trustee. Suspension, expulsion, and termination of membership shall be in accordance with the rules and regulations as may be promulgated by the Board of Trustees.

RIGHTS OF MEMBERS. A member shall have the following rights:

• To exercise the right to vote on all matters relating to the affairs of the corporation
• To be eligible to any elective or appointive office in the corporation;
• To participate in all deliberations/meetings of the corporation; and
• To examine all the records or books of the corporation during business hours.

Duties and Responsibilities of the Members

A member shall have the following duties and responsibilities:

• To obey and comply with the charter of the corporation and the by-laws, rules and regulations that may be promulgated by the corporation from time to time;
• To attend all meetings that may be called by the Board of Trustees.

President

Function: Assumes general direction over the affairs of the institution and appoints, upon recommendation of the Executive Vice President (EVP), all officers and faculty members of the College, confirming their promotions and rank as well

Relationships:

Elected by: DLSU System Board of Regents
Reports to: DLS-CSB Board of Trustees
Supervises: Executive Vice President
Member: DLSU System President’s Council
DLS-CSB Board of Trustees
DLS-CSB President’s Council

Duties and Responsibilities:

- Directs the academic and administrative affairs of the College and is responsible for the policies and programs of the institution
- Promulgates the Administration Manual, amending the same when necessary, and makes such rules and regulations he deems proper
- Vetoes any action of any committee or council whenever, in his judgment, the interests of the College so demand
- Sets the general direction and thrusts of the College in the light of its Vision-Mission
- Prepares an annual report on the activities and undertakings of the College, and presents this document to the Board of Trustees
- Fixes the salaries of all appointees of the College in accordance with the salary scale of the institution
- Fixes the salaries of all employees of the College after considering the recommendations of the President's Council
- Acts on all serious disciplinary cases referred to him and whenever necessary, terminates contracts, in accordance with the law
- Prepares the budget for the approval of the Board of Trustees and administers the same
- Presides over all meetings of the President’s Council
- Is responsible to the Board of Trustees for the financial stability of the College, the investment of funds, and the search for new revenue sources
- Signs all diplomas and certificates
- Performs such other duties and responsibilities analogous, germane, or related to and/or implied from, the above enumerated functions

**President’s Council**

*Function:* Formally decides on key operational issues that would have a significant impact on academic and/or administrative operations as recommended by the Academic Council and Operations Council

*Relationships:*

| Chair: | President |
| Members: | Treasurer  
Internal Auditor  
Executive Vice President  
Vice President for Academics  
Assistant Vice President |

*Meetings:* Once a month

**Executive Vice President**

*Function:* Is the chief operating officer of the College responsible for the effective and efficient management and delivery of academic programs and services

*Relationships:*

| Appointed By: | DLS-CSB Board of Trustees; recommended by the President |
| Reports to: | President |
| Supervises: | Vice President for Academics  
Assistant Vice President for Learning and Information Systems and Services  
Director, Marketing Communications Office  
Director, General Administrative Services Office  
Director, Personnel Management and Development Office  
General Manager, CSB Hotel (DLS-CSB Angelo King International Center)  
Controller  
General Counsel  
Filipinescas Director |
Convenes/Chairs: Operations Council
Ad Hoc Committee on Faculty Manual Revision
Ad Hoc Committee on Staff Manual
Ad Hoc Committee on Administrative Service Personnel Manual
Multisectoral Committee

Member of: DLSU System Inc. Board of Regents
DLS-CSB Board of Trustees
System President's Council
Institutional President's Council
Academic Council
Blessed Arnould Studies Assistance Program
Committee on Admissions
Student Grants Committee
Graduation Steering Committee
PAASCU Steering Committee

Duties and Responsibilities:
- Directs the academic and administrative affairs of the College
- Appoints administrators, faculty members and administrative staff
- Administers College policies and programs
- Coordinates the work of the operational units and the staff
- Coordinates with the VPA in identifying priority areas for faculty and program development
- Supervises the College’s academic programs and services to ensure their contribution to the realization of the College’s Vision and Mission
- Ensures the effective and efficient management of the College’s fiscal, physical, and human resources and services
- Acts on appeals from students regarding decisions of the Discipline Board
- Decides on matters pertaining to the interpretation of College policies by administrators
- Initiates physical development policies and plans consistent with the overall College directions and Vision and Mission statements
- Reviews and approves the budget of the different units in the College and ensures adherence by officers to the approved budget
- Performs such other duties and responsibilities analogous, germane, or related to and/or implied from the above enumerated functions

Operations Council

Function: Ensures adequate coordination among the different administration units of the College and to resolves critical operational concerns that involve two or more of the member offices

Members: Controller
Director, General Administrative Services Office
Director, Marketing Communications Office
Director, Personnel Management and Development Office
General Manager, CSB Hotel (DLS-CSB, Angelo King International Center)

Meetings: Twice a month

Panel on Academic Personnel Manual Revision

Function: Defines the working conditions of both the teaching faculty and other academic service personnel; the Manual is formulated by the Panel every three (3) years with the revisions taking place on the last years of the Manual’s enforcement
**Members:**
- Executive Vice President
- Vice President for Academics
- Assistant Vice President
- Academic Service Personnel Representative
- School Deans

**Vice President for Academics**

*Function:* Has the principal responsibility for the planning, development, implementation and assessment of all academic policies and programs

*Relationships:*

- **Appointed by:** President; recommended by the Executive Vice President
- **Reports to:** Executive Vice President
- **Supervises:**
  - School Deans
  - Dean of Office of Student Affairs
  - Director of the Center for Learner-Centered Instruction and Research
- **Convenes:**
  - Academic Council
  - Academic Forum
  - College Research Council
  - College Faculty Development Committee
  - Reclassification/Promotion Boards
  - Renewal/Permanency Boards (See Faculty Manual)
- **Member of:**
  - Institutional President's Council
  - Operations Council
  - Admissions Committee
  - Scholarship/Grants Committee

*Duties and Responsibilities:*

- Conducts a periodic review and, when necessary, a revision/reform of the various academic programs of the College with the primary aim of ensuring the attainment of each program’s learning outcome(s)
- Prepares, reviews and finalizes the resource (budgetary) needs and allocations deployed to priority areas as defined in the College’s strategic plan approved by the Board of Trustees
- Reviews and refines, in collaboration with the members of the Academic Council, all academic policies and procedures, ensuring that these conform to the educational philosophy and thrust of the College
- Secures that the recruitment, retention, and promotion/reclassification of Faculty conforms to the criteria stipulated in the Faculty Manual and the needs of the College; in this regard, s/he convenes the promotion/reclassification and renewal/permanency Boards
- Initiates the formation of a holistic professional development program for all Faculty
- Secures the effective implementation of a holistic professional faculty development program
- Coordinates the development of new academic programs and services that would further facilitate student learning, improve the quality of instruction in the College, and provide more effective and efficient academic services to students and the faculty
- Evaluates the performance of her/his immediate subordinates (Deans, Director of CLCIR) and makes recommendations for the retention of these administrators
- Performs other functions analogous or related to any of the abovementioned or as mandated by the Board of Trustees of the College

**Academic Council**
Function: Responsible for curriculum planning, development and implementation; promotes collaboration among the different units under the Office of the Vice President for Academics

Members:  
Vice President for Academics  
Assistant Vice President  
School Deans  
Dean, Office of Student Affairs  
Director, Center for Learner-Centered Instruction and Research  
Faculty Association Representative  
EVP (Ex-officio)

Specific Functions:

- Proposes guidelines, policies and procedures for the periodic review and improvement of curricular and co-curricular programs and activities  
- Approves and resolves academic concerns  
- Monitors improvement of curricular (particularly on instruction) and co-curricular programs and services  
- Evaluates proposals of Schools/Centers concerning changes in existing programs and services  
- Identifies new programs/additional services that are relevant to the needs of the students and the industry  
- Recommends matters to be brought up for discussion and decision to the appropriate forum or body

Meetings:  
Bi-monthly

Academic Forum

Function: Serves as a venue for discussions concerning academic plans, projects, concerns/problems

Members:  
Vice President for Academics  
Assistant Vice President  
School Deans  
Dean, Office of Student Affairs (OSA)  
Program Chairs/Coordinators  
Office of Student Affairs Heads/Directors  
Director, CLCIR  
CLCIR Unit Heads

Specific Functions:

- Discusses problems being encountered by students, faculty and/or administrators regarding College programs, services, activities, policies and procedures  
- Recommends solutions to identified problems/concerns subject to the approval of the appropriate body

Meetings:  
Once a term

College Research Council

Members:  
Vice President for Academics  
School Research Council Representatives  
CLCIR Director

Specific Functions:

- Initiates the formulation, review and amendment of policies governing the Faculty Research Program (FRP)  
- Reviews the annual allocation of FRP budget among the schools  
- Encourages the conduct of research activities in the College  
- Acts as advisory/recommendatory body to the Academic Council in setting College research thrusts and directions

Meetings:  
Once a term
**College Faculty Development Committee**

*Function:* Develops, implements and evaluates policies and procedures pertaining to Faculty development

*Members:*  
Vice President for Academics  
School Faculty Development Committee Representatives  
Director of the Center for Learner-Centered Instruction and Research

*Specific functions:*  
- Formulates and reviews policies of the Faculty Development program  
- Assists in the development of administrators and faculty development programs  
- Evaluates the effectiveness of the development programs  
- Gives feedback on the status of program implementation and recommends areas to be improved

*Meeting:* Once a year or as needed

**Assistant Vice President for Learning and Information Services and Systems**

*Function:* Supervises and coordinates services for learning and information systems, i.e., student admissions; registration; financial assistance; learning and performance assessment; learning resources; information systems; and academic and communications technologies

*Relationships:*  
Appointed by: Executive Vice-President  
Reports to: Executive Vice-President  
Supervises: Director, Admissions Center  
Director, Center for Learning and Performance Assessment  
Registrar  
Head, Student Grants Unit  
Director, Learning Resource Center  
Director, Academic and Communications Technologies Center  
Head, Information Systems Unit

Chairs: LISS Council  
Library Committee

Member of: Academic Council  
Operations Council  
SGU Committee  
Admissions Committee  
Enrollment Committee  
Honors and Awards Committee  
College Research Council  
Institutional President’s Council

*Duties and responsibilities:*  
- Coordinates with the LISS unit heads and ensures the effective and efficient implementation of learning and information systems and services  
- Recommends to the Executive Vice-President innovations and changes to enhance the contribution of learning and information systems and services to the realization of the College Vision-Mission
- Leads the LISS unit heads in designing long-term and short-term plans consistent with the Vision-Mission, strategic decisions, and general directions for the College as defined by the Board of Trustees
- Receives/reviews annual budget-requests of LISS units and monitors the implementation of approved budgets
- Establishes standards of performance for the evaluation of every supervised unit
- Reviews and approves operational procedures of LISS units
Units under the
Executive Vice President
General Counsel

Function: Counsels the College on legal matters as may be requested or directed by the Office of the Executive Vice President

Relationships:

Appointed by: Executive Vice President
Reports to: Executive Vice President

Duties and Responsibilities:

- Ensures proper stakeholder management in the resolution of vital issues affecting the interests and concerns of DLS-CSB
- Ensures proper coordination and monitoring of legal cases involving DLS-CSB with external and internal counsels and stakeholders
- Renders legal advice to relevant DLS-CSB and/or center/unit/office concerns and issues affecting school policies or procedures
- Submits regularly to the Office of the Executive Vice President status reports and memoranda of all relevant initiatives
- Performs duties analogous, germane or related to the abovementioned tasks

CSB-Filipinescas Director

Function: Oversees the administrative and creative aspects of the CSB-Filipinescas Dance Company

Relationships:

Appointed by: Executive Vice President
Reports to: Executive Vice President
Supervises: CSB-Filipinescas Dance Company
National Artist Leonor Orosa Goquingco

Duties and responsibilities:

- Manages and reviews the 10-year Master Plan of CSB-Filipinescas Dance Company, including its constitution and by-laws
- Markets the Company both in local and international scenes, and attends social and cultural gatherings as relevant for representing the Company's interests
- Supervises the yearly influx of applicants for scholarships and monitors the merits of each applicant
- Calls for quarterly Board Meetings to discuss the developments and directions of the Company
- Spearheads fundraising projects, the income of which serves as the Company's main source of cash flow
- Serves as the conduit for concerns between the College community and the Danza Orosa Foundation
- Orchestrates the whole production of the Filipinescas performance, as staged in local theatres and for tours
- Oversees the entire image of the Company and runs it according to an artistic vision
- Writes to various internal and external publics for support and sponsorship
- Oversees the welfare of dancers when on tours, both domestic and international
- Joins career talks to scout probable scholars for Filipinescas
- Coordinates with the Student Grants Office regarding the status of the Company's scholars
- Coordinates with the Office of Culture and Arts regarding venue use and joint projects
- Aims to solicit a permanent corporate partner to serve as principal sponsors for sustaining the endeavors of the company
- Aims to make the Company a resident performing artist group of the Cultural Center of the Philippines in 5 years
- Performs duties analogous, germane or related to the abovementioned tasks
The Office of the Controller is under the Operations Council group, headed by the Controller, who reports directly to the Executive Vice President.

Presently, it has two offices: one in the Taft campus and the other in the AKIC campus.

The primary purposes of this office are to safeguard the institution’s financial resources, to handle its accounting and other financial related activities and to make available information pertinent to management decisions.
Controller

Function: Oversees the institution's financial and management accounting for all purposes, such as budgets, funds, inventories, costs and income, as well as the maintenance of internal control, credit and collection, tax administration, evaluation and reporting

Relationships:

Appointed by: Executive Vice-President
Reports to: Executive Vice-President
Supervises: Assistant Controller
Accounting Unit Heads/Sections In-Charge
Management Accountant/Administrative Assistant
Office Secretary

Chairs: Bidding and Finance Committee
Member of: Institutional President's Council
Operations Council
Multisectoral Committee

Duties and Responsibilities:

- Develops and executes financial and management accounting plans, activities, policies and strategies
- Formulates and implements a system of financial internal control designed to increase revenue/collections, minimize costs, safeguard resources and maximize asset utilization
- Monitors compliance with, initiates, and recommends corrective actions or improvements
- Supervises the preparation of financial reports and statistics dealing with all phases of financial activities of the institution and presents these reports and data to the President, Executive Vice-President, Treasurer and/or administrators as requested.
- Implements budgetary controls by monitoring budget utilization, making available monthly budget performance reports and data to administrators tasked with the responsibility of implementing the budget, and conducting periodic reviews of the income and expenditure status of each budgetary unit
- Oversees the collection of revenues, safeguards cash temporarily on hand and maintains banking connections for regular deposit, checking and savings accounts of the College
- Supervises the expenditures of institution funds, including the maintenance of adequate payroll and disbursement procedures
- Oversees the keeping of updated personnel records for reporting purposes to the Social Security System, PhilHealth, Bureau of Internal Revenue, insurance companies and the CEAP Retirement Plan
- Implements policies and guidelines designed to maintain financial relations with students that include efficient collection of tuition fees, temporary extension of credit, release of student organization funds and provision of temporary deposit for student activities
- Checks compliance with government licensing and reportorial requirements and handles tax administration
- Appoints personnel within his/her area of responsibility and identifies their job functions subject to the approval of the Executive Vice-President
- Evaluates the performance of personnel under his/her supervision and establishes guidelines and standards to ensure work efficiency
- Undertakes appropriate actions based on audit recommendations
- Performs all other duties related to those aforementioned

Assistant Controller

Function: Supervises the accounting operations for the Taft and AKIC campuses, and sets up and maintains a system of internal control, which will provide the most effective control of all assets, revenues, and expenses of the College
Relationships:

Appointed by: Executive Vice President in consultation with the Controller

Reports to: Controller

Supervises: Accounting Unit Heads and Sections In-Charge
Management Accountant/Administrative Assistant
Taft Campus Accounting Staff

Member of: Concessionaires Committee

Duties and responsibilities:

- Ensures that the Accounting Office staff are organized to work effectively and efficiently within the framework of the established accounting policies and procedures
- Monitors the daily cash position, signs the Daily Cash Position Report (DCPR), and decides on whether to withdraw funds or invest in money market placements by coordinating with the Finance Department of DLSU-Manila and the CSB Payables/Cashier Sections
- Reviews and verifies requests for payment to various creditors to ensure the accuracy and completeness of supporting documents, and their compliance with established accounting policies and procedures
- Reviews check disbursements amounting to P50,000 up to P300,000 to ensure accuracy
- Approves Material Requisition Forms (MRF), Payment Requisition Slips (PRS), Food Requisition Slips, Bookstore Requisition Slips, and other requisitions of the Accounting Office amounting to P1,000.00 and below
- Reviews and verifies the details of statements of accounts due to DLSU-Manila, affiliates, concessionaires, officers, and employees, and all funds held in trust
- Ensures the accuracy of the consolidated monthly budget performance reports and the consolidated annual initial and revised budget reports, including the notes to the budget
- Assists the Controller in the preparation of other financial reports needed by management and other entities
- Reviews and verifies entries and various adjustments for journal vouchers
- Reviews monthly bank reconciliation statements
- Reviews and certifies plantillas and salary scale correctness for administrative/full-time and part-time faculty and support staff
- Checks the mathematical computations of the schedule of tuition and other fees for submission to CHED
- Reviews and verifies student setups to ensure the accuracy and propriety of accounts
- Prepares the necessary schedules for external auditors and attends to their queries/needs
- Handles the closing of the books of accounts and ensures the accuracy of the Trial Balance and other financial records and reports
- Recommends improvements or corrective actions to improve accounting and financial operations
- Performs other duties that may be assigned from time to time
General Administrative Services Office (GASO)
The General Administrative Services Office is a member of De La Salle–College of Saint Benilde’s Operations Council. It is composed of eight units: the Properties Management Unit, the Building and Grounds Unit, the Logistics Support Unit, the Safety and Security Unit, the Engineering and Maintenance Unit, the Purchasing Unit, the Warehouse and Property Control Unit and the Executive Housekeeping Unit.

The General Administrative Services Office is responsible for the College’s facilities management and maintenance, safety and security, and other logistical support.
Director

Function: Oversees the operations of General Administrative Services Units in DLS-CSB properties

Relationships:

Appointed By: President, recommended by the Executive Vice President
Reports to: Executive Vice President
Supervises: All GASO units
Member of: Institutional President’s Council
Operations Council
Concessionaires’ Committee
Construction Management and Technical Committee
Waste Reduction Management Program Committee
DLS-CSB Task Force on Resource Planning
System Task Force on Waste Management
System Task Force on Safety and Security

Duties and Responsibilities:

- Creates organizational and operational plans for GASO
- Formulates policies and procedures for GASO
- Directs budget preparation for GASO
- Proposes solutions and remedies to the EVP concerning GASO-related problems
- Sets performance parameters as set in Standard Operating Procedures
- Monitors the achievement of GASO goals
- Analyzes and summarizes GASO unit reports
Personnel Management and Development Office (PMDO)
The Personnel Management Development Office (PMDO) is primarily responsible for the development of the College’s human capital in order to ensure the proficient and efficient delivery of services to the academic community.

Considering the students as the main beneficiary of a learner-centered institution, the PMDO works towards the continuous improvement of the College’s manpower assets that will support DLS-CSB’s vision of effective instruction.

Services include employee training, records keeping, organizational development, benefits/compensation administration and employee/community relations.
Director

Function: Provides and ensures the effective and efficient delivery of human resources services required by the College

Relationships:

Appointed by: President; recommended by the Executive Vice President

Reports to: Executive Vice President

Member: President’s Council
        Operations Council
        DLSU Administrative System Council
        Association of Hotel and Restaurant Human Resources Managers
        Personnel Managers Association of the Philippines
        SHRIM Core Faculty

Duties and Responsibilities:

- Responsible for ensuring effective and efficient personnel functions
- Works with other department heads in ensuring harmonious human relations and in solving human relations problems
- Designs personnel policies and programs that include Human Resource Planning and Forecasting, Staff Career Management, and Compensation and Benefits
- Provides a variety of planned learning experiences to improve or maintain job-related knowledge, skills and attitudes
- Conducts employee counseling
- Interacts with employees through general assemblies and meeting with staff representatives
- Fosters good working relations among staff members by dealing with complaints, conflicts and differences
- Attends to all government reportorial requirements concerning employees
- Submits monthly reports on Manpower Recruitment Status, Manning Guide (Approved vs. Requested), Disciplinary Actions, and Manpower Status (Agency and Direct-Hire)
Marketing Communications Office (MCO)
The Marketing Communications Office (MCO) is mandated to define the personality of De La Salle-College of Saint Benilde in relation to its vision-mission, and to make this known and understood to generate a positive response from various target audiences.

Included in the mandate are the management of the College website, the coordination of alumni affairs, and the development and production of the College yearbook.
**Director**

*Function:* Oversees the operations of the Marketing Communications Office according to its mandate, and conceptualizes and implements plans that fulfill and anticipate the marketing needs of the College.

*Relationships:*

| Appointed by: | President upon the recommendation of the Executive Vice President |
| Reports to: | Executive Vice President |
| Supervises: | Publications and Communications Coordinator, Graphics Design Coordinator, Special Projects and Events Coordinator, Yearbook Moderator and Alumni Affairs Coordinator |
| Member: | Operations Council, Task Force for External Linkages |

*Duties and Responsibilities:*

- Spearheads the design and implementation of an overall marketing program for the College, which defines the marketing thrust for the College for a given period
- Ensures the integrity of all communication materials produced by the Office in terms of copy, design, and layout
- Coordinates with the external linkage units of the DLSU System
- Establishes contacts with media representatives and fosters positive relations with them
- Monitors media coverage of the College
- Sets guidelines for all interactions with external publics
- Facilitates the smooth flow of information exchange within the College
- Initiates activities that reinforce team spirit among the Coordinators, support staff, and student assistants of the office
- Identifies the training needs of Coordinators and staff and internal or external programs appropriate to their needs
- Oversees the regular updating of the website
- Oversees the development and implementation of the alumni affairs program
- Oversees the development and production of the College yearbook
- Prepares and administers the annual budget of the MCO

**Yearbook Moderator / Alumni Affairs Coordinator**

*Function:* Processes concerns involving alumni affairs and manages the Yearbook Office student assistants.

*Relationships:*

| Appointed by: | Executive Vice President; recommended by the MCO Director |
| Reports to: | MCO Director |
| Supervises: | Yearbook student assistants |
| Member of: | DLS-CSB Bidding Committee |

*Duties and Responsibilities:*

- Supervises the production, design, publicity, proofreading and publication of the Benildean Yearbook
- Provides guidance and instruction to the Yearbook Office student assistants in the form of technical
advice, editorial expertise and legal awareness
- Coordinates with the printer, photography and interactive CD companies contracted for the publication of the Benildean Yearbook
- Oversees Yearbook student assistant development, including recruitment, training, election of the editorial board and evaluation at the end of each term
- Manages yearbook fee collection and disbursement
- Maintains the College’s alumni database, updating information on a regular basis
- Produces and disseminates collateral for alumni relations, in particular the quarterly newsletter, B2B
- Maintains and updates the online alumni mailing lists, communities and website
- Coordinates with DLS-CSB alumni
- Assists the Director and other coordinators in developing long-term yearbook and alumni affairs plans for the office
- Performs other functions as may be required by the MCO Director

Publications and Communications Coordinator

Function: Produces the perspective administration newsletter and manages the communications concerns of the College

Relationships:

- Appointed by: Executive Vice President; recommended by the MCO Director
- Reports to: MCO Director
- Supervises: PCC student assistant
  Webmaster

Duties and Responsibilities:

- Gathers information regarding newsworthy College events and facts from the various College units through interactions with their Information Officers
- Acquires graphics and photographs relevant to the material to be published in the perspective
- Writes news articles and editorials for the gathered information, images and photos for the purposes of reportage and commentary, as appropriate
- Lays out the perspective using desktop publishing and image processing software with the non-mandatory assistance of the Graphics Design Coordinator
- Collaborates with the MCO Secretary in contracting and working with a publishing house for the printing of the perspective
- Edits, upon request, College-related textual materials (which include, but are not limited to: memoranda, formal letters, marketing collateral, manuals) generated by College units, administrators, faculty, staff and students for grammatical structure and thematic appropriateness
- Approves or disapproves the public release of textual material as per the relevant rules (i.e., the guidelines of the Poster Policy, the standards of decency and ethics germane to the College’s Christian and educational character) and provides constructive recommendations and revisions in the case of the latter
- Performs the aforementioned tasks with regard to the DLS-CSB website, located at http://www.dls-csb.edu.ph/
- Receives all content intended for uploading to the website and executes any and all necessary editorial actions as explained above, prior to forwarding the same to the GDC for design concerns
- Retains co-advisory authority with the MCO Director, the GDC and the DLS-CSB Webmaster regarding all website content and presentation
- Coordinates with College units and individuals for their ad-hoc information and marketing needs as per the mandated services of the Marketing Communications Office
- Interacts with administrators, faculty, staff and students on an as-needed basis to conceptualize and implement information dissemination methods for events, projects and tasks that may legitimately receive support from the MCO
- Reviews, upon request, preexisting information dissemination methods currently being implemented by
College units or individuals, and provides constructive recommendations or services as per the mandate of the MCO
- Assists the MCO Director, Coordinators, Secretary and Clerk in their tasks should any aspects of these fall under the aforementioned tasks of the PCC

**Graphic Design Coordinator**

*Function:* Conceptualizes, implements and reviews the visual design concerns of the College

*Relationships:*

- Appointed by: Executive Vice President; recommended by the MCO Director
- Reports to: MCO Director
- Supervises: Graphic design student assistants
  Webmaster

*Duties and Responsibilities:*

- Assists the Director in designing the framework for the creative marketing strategy
- Ensures that all College collaterals have a standard look and appeal following the approved creative marketing plan
- Designs advertising materials for release in print media
- Sets guidelines and monitors the appropriate use of the institutional ID in all College-produced materials
- Works on the design and layout of manuals, brochures, flyers, and other College collateral
- Ensures the quality of MCO creative output by closely supervising the print production process
- Supervises the MCO student assistants assigned to graphics design by giving them specific assignments, evaluating their work and giving feedback on the output
- Provides technical advice on graphic design and layout and other matters related to publications

**Special Projects and Events Coordinator**

*Function:* Takes charge of planning and implementing specific marketing projects and events to highlight the College’s vision-mission and achievements

*Relationships:*

- Appointed by: Executive Vice President; recommended by the MCO Director
- Reports to: MCO Director

*Duties and Responsibilities:*

- Manages specific events and projects of the College as defined in the approved marketing plan, e.g.,
  BEST Regards
- Works with the Director and Graphic Design Coordinator in the development and production of required marketing collateral
- Plans, undertakes or oversees the conduct of researches needed to substantiate the College’s marketing program
- Creates and sends out press releases regarding events, updates, achievements and other pertinent information about the College to relevant and proper media channels and outfits
- Plans, coordinates and executes special projects and marketing communication requirements of the various Schools, Centers, Offices and Units in the College when requested or assigned
- Handles “instant projects” and other activities/events for the MCO
- Takes on other tasks that the Director may assign
CSB Hotel
The CSB Hotel was established to serve as the venue for practice of the students of the School of Hotel, Restaurant, and Institution Management. It operates as a first-class hotel catering to a wide range of clients, exposing the practicum students to actual hotel operations. It is headed by the General Manager. It has three (3) divisions: Sales and Marketing, Food and Beverage, and Rooms.
General Manager

Function: Manages all hotel operations

Relationships:

Appointed by: Executive Vice President
Reports to: Executive Vice President
Supervises: Sales and Marketing Manager
Rooms Division Manager
Food and Beverage Manager
Executive Chef
F&B Purchaser

Member of:
- Operations Council
- Institutional President’s Council
- Task Force on Resource Planning

Duties and responsibilities:

- Oversees the various unit heads to ensure that the Hotel's Vision-Mission is fulfilled
- Plans overall operations and administration policies of the hotel on a daily, weekly, monthly, and yearly basis
- Develops and recommends goals, objectives, policies, and operational procedures relevant to Hotel operations, and, where applicable, pursues their effective achievement
- Monitors and analyzes financial reports
- Remains aware of obligations to contribute to the achievement of increased hotel profits
- Continuously works to achieve maximum efficiency and reduce costs
- Initiates and coordinates the budget preparation for hotel operations, and monitors the budget performance of the various departments
- Selects able subordinates, and gives them responsibilities and authority commensurate with their abilities
- Recommends promotions, transfers, salary adjustments, and administrative sanctions aligned with the established policies, rules, and regulations of the hotel
- Maintains good employee/labor relations through the intelligent interpretation, equitable, and conscientious application of the hotel’s personal policies
- Encourages participation from the staff in improving Hotel operations, giving credit where it is due
- Conducts regular, periodic meetings of department heads, hotel staff for purpose of dissemination of information, discussion of issues and problems and finding solutions and courses of actions thereto
- Conducts sales trips, blitzes, marketing, and promotions, both local and abroad
- Conducts product research, and checks on development and competitors
- Attends Council and committee meetings whenever required
- Keeps abreast of current economic, political, commercial, and social developments, both national and international, and uses stock knowledge whenever applicable in the maintenance of the profitable operations of the hotel
- Sees to the proper maintenance of the hotel premises, equipment, machineries, and facilities
- Maintains relationships with government entities and travel trade industries, and sees to it that such business relationships contribute to the enhancement of profitable hotel operations
- Conducts a periodic assessment of the achievements of both learning and operational objectives
- Coordinates closely with the Dean of the School of Hotel, Restaurant and Institution Management in order to secure a progressive assessment of the practicum program held in the AKIC units
- Sees to it that the House Rules and Regulations are properly implemented and adhered to at all times
- Performs other duties and responsibilities analogous, germane, or related to and/or implied from those enumerated above

Sales and Marketing Manager

Function: Oversees the sales and marketing efforts of the CSB Hotel
Relationships:

Appointed by: General Manager

Reports to: General Manager

Duties and responsibilities:

- Directs the development of annual sales goals
- Directs the reporting and appraising of results against planned objectives
- Coordinates sales staff activities
- Takes appropriate action to maximize sales and effect valley periods
- Assists the General Manager in developing the Marketing Plan
- Assists in training new staff members and practicums
- Conducts regular meetings with marketing or administrative assistants and account executives
- Acts immediately on all incoming correspondence
- Prepares lists of prospective clients
- Conducts sales calls to potential accounts
- Tracks bookings for follow-ups
- Takes charge of overseas and local multinational accounts

Food and Beverage Service Manager

Function: Oversees all food and beverage operations of the CSB Hotel.

Relationships:

Appointed by: General Manager

Reports to: General Manager

Duties and responsibilities:

- Supervises all Food and Beverage Service personnel
- Oversees the operations of all outlets and banquet functions and ensures that procedures are followed while maintaining the highest quality of service
- Trains food and beverages personnel on the standards of service to obtain optimum guest satisfaction
- Attends to guest complaints as relayed by the outlet supervisor and captain waiter
- Ensures the viability of outlets by maximizing the resources available (manpower, materials, machines, etc.) and thus minimizing costs
- Prepares and presents business plans for outlets in relation to the hotel's business plan to ensure their profitability
- Coordinates with other departments regarding various requirements for the success of events in the food and beverages outlets and banquet functions
- Performs other tasks that may be assigned from time to time

Rooms Division Manager

Function: Oversees the Rooms Division of the CSB Hotel.

Relationships:

Appointed by: General Manager

Reports to: General Manager
Duties and responsibilities:

- Manages and supervises the daily activities of the Front Office and Housekeeping functions, including training, coaching, organizing, planning and staffing
- Reviews daily reports and directly coordinates with the General Manager for comments
- Develops and reviews procedures for Front Office and Housekeeping manuals.
- Observes and measures organizational performance against customer or guest requirements and recommends modifications to existing systems
- Serves as a liaison to concerned units through the Fidelio System
- Prepares daily, weekly and monthly operational reports
- Maintains a high level of quality service for guest satisfaction
- Determines fiscal requirements and prepares budgetary recommendations
- Monitors, verifies and reconciles expenditures of budgeted funds; prepares proposals for capital and operating expenditures
- Recommends various personnel actions, including but not limited to hiring, performance appraisals, promotions, transfers and staff scheduling
- Designs and implements training programs for staff and practicum students
- Plans and implements various projects that bring revenues and a positive outlook to the hotel.
- Regularly conducts competitor checks, which are reported to the General Manager
- Prepares monthly Rooms Divisions Analysis Reports for the General Manager
- Performs other related duties incidental to the aforementioned tasks
Units under the
Vice President for Academics
Schools

There are six Schools under the Vice President for Academics. These are the School of Design and Arts, School of Deaf Education and Applied Studies, School of Hotel, Restaurant and Institution Management, School of Management and Information Technology, School of Multidisciplinary Studies, and the School of Professional and Continuing Education. Each School is headed by a Dean. Below is the generic function of the School Deans, their relationships, duties and responsibilities.

School Dean

Function: Takes charge of one School and all degree programs and academic areas within that School

Relationships:

- **Appointed by:** President; recommended by the Executive Vice-President in consultation with the Vice President for Academics
- **Reports to:** Vice President for Academics
- **Supervises:** Program Chairs/Coordinators
  - School Assistant
  - Faculty
- **Convenes:** School Council
  - Council of Chairs/Coordinators
- **Member of:**
  - Academic Council
  - College Research Council
  - College Faculty Development Committee
  - College Library Committee
  - Hiring, Promotion, Permanency Boards
  - Honors and Awards Committee

Duties and Responsibilities:

- Serves as the ex-officio chair of the Council of Chairs
- Evaluates the performance of the Program Chairs/Coordinators in the School
- Ensures the efficient and effective performance of the faculty of the School
- Oversees the development, implementation, supervision, integration, and evaluation of the School’s academic degree programs/areas and the supporting physical facilities
- Sees to it that the objectives and requirements of the School and the College are satisfied by the degree programs
- Serves as a liaison between the Program Chairs/Coordinators and the Deans of the other Schools
- Initiates regular meetings with the Council of Chairs and the School Council for continuous integration and improvement of the academic programs of the unit
- Provides opportunities for faculty development through continuing education, research undertakings and other activities
- Reviews and recommends to the proper body faculty matters such as recruitment, hiring, promotion, permanency, and severance, and receives reports from the Program Chairs in accordance with the Faculty Manual
- Takes responsibility for students enrolled in degree programs in the School
- Executes School-wide academic policies and transmits College-wide policies to the students and the faculty of the School
- With the Chairs, prepares long-range and short-range plans for the School to operationalize the College mission and general directions, then monitors the implementation of such plans
- In consultation with the Council of Chairs, establishes School budget priorities, consolidates unit budget proposals, and prepares the school budget for approval, then administers this budget after it has been approved by the proper body
- Initiates meetings for the improvement of the School
- Handles linkages between the School and other institutions
- Presents a trimestral report to the Academic Council that presents statistics on students and faculty, and provides information on recent developments in the College
- Performs all other duties related to those aforementioned

**Program Chairpersons**

Full details on the duties, responsibilities and other general information regarding program chairpersons may be found in the *Chairperson’s Handbook*.

**School Council**

**Members:**
- School Dean
- Program Chairpersons and/or Coordinators directly under the Dean
- Senior faculty representative from each program
- Student representative from each degree program
- Faculty Association representative
- Student Council representative

**Functions of the Council:**

- Assists the Dean in the formulation of School academic policies
- Legislates on academic matters, subject to College policies, such as the following:
  - Proposals for new degrees or major programs based on feasibility studies
  - Creation, integration or phasing out of departments
  - Review of the effectiveness of curricular objectives and programs
  - School policies with regard to admission requirements, retention standards, and graduation requirements
  - Curricular and subject changes

**Note:** Decisions of the School Council are subject to review by the Academic Council

**Meetings of the Council:** At least once a term

**Council of Chairs**

**Members:**
- The Dean as ex-officio Chair
- The Chairs/Coordinators reporting to the Dean

**Functions of the Council:**

- Serves as an advisory body to the Dean on matters pertaining to:
  - Administration
  - Budget
  - Sharing of faculty by different programs
  - Professional development of faculty in coordination with Program Chairs/Coordinators
- Identifies the agendas for discussion/deliberation in the School Council
- Reviews and recommends to the School Council changes in curriculum and College policies

**Meetings of the Council:** At least once a month
School of Design and Arts (SDA)

Through relevant, innovative, values-integrated, and learner-centered academic programs, quality instruction and linkages with industry, the School of Design and Arts aims to develop its student's skills and knowledge in the arts, design, dance and music in accordance with the Lasallian Christian values.

The SDA seeks to educate and train students to become world class design, arts, music and dance practitioners who will produce creative and innovative solutions in their craft, become leaders in their respective fields and contribute to national growth and development.
Program Chairperson
(ID, MMA, AM, FDM, PD, TT, Dance, InD)

Function: Manages the faculty of the program, supervises its resources, and is responsible for the development of its academic and non-academic areas, including learning styles, student profiles, curricula, subject areas, research projects, OJT, community involvement, industry consortiums, facilities, equipment, and other resources.

Relationships:
- Appointed by: Executive Vice President, recommended by the SDA Dean
- Reports to: SDA Dean
- Member: School Council
  School Forum
  Thesis Council (for ID Chairperson)
  Committee on Curriculum
  Hiring Promotion/Reclassification Board

Duties and responsibilities:
- Translates institutional goals into academic policies
- Transmits administrative notices and policies to faculty members and coordinates the formulation of program policies
- Implements School, College, and program policies
- Identifies and implements activities that would answer the needs of the program in terms of research, learning styles and faculty development
- Recommends innovative techniques/approaches for the program
- Formulates academic plans and targets for the area and develops strategies for their accomplishments
- Regularly reviews and, if necessary, revises, in consultation with the members of faculty and/or partner consortia, the program's course syllabi and related materials
- Recommends to the Dean faculty development programs to upgrade the teaching competencies, human relations skills and personal growth of the faculty
- Provides motivation to faculty members by precept and example through active participation in College/School activities
- Recommends to the VPA, through the Dean, the retention, reclassification, and disciplining of faculty in the program
- Closely monitors faculty attendance
- Creates opportunities for the professional and academic development of faculty members as learner-centered educators
- Supervises the subject offerings of the program and the scheduling/sequencing of courses, including the assigning of teaching loads to the faculty, subject to the approval of the Dean and the finalization of the teaching plantilla in accordance with the requirements of the course
- Actively recruits and screens potential faculty members, possible lecturers, and visiting staff, and recommending them to the VPA through the Dean
- Supervises the faculty in the program and consistently practices impartial application of procedures and mechanisms
- Evaluates faculty members according to the following norms, including the visitation of classes at regular intervals:
  + observation of the performance of full-time faculty in class at least once a year
  + observation of the performance of part-time faculty at least once every term
  + appraisal of faculty performance prior to promotion/renewal of contract, using the Peer Evaluation Form
  + discussion of the results of classroom observation and appraisal with the faculty
- Identifies and hires qualified laboratory, workshop, and studio technicians and assistants
- Observes, supervises, and assesses laboratory, workshop, and studio technician/assistant performance
- Periodically reviews and evaluates the admission and retention of student majors in the program, and also verifies the prerequisites of given subjects
- Manages academic advising activities and guidance of student majors
- Assists students during course enlistment/enrollment
- Identifies worthy creative ventures that students and faculty are encouraged to avail of
- Coordinates with the academic adviser and/or guidance counselor regarding students with personal difficulties
- Handles individual student conferencing for individualized situations and problems
- Provides assistance to the Dean in identifying facilities, spaces, and equipment needed for teaching and research
- Closely monitors the physical facilities of the program
- Promptly deals with complaints, conflicts, and differences within the program so that learning, teaching, and research can progress, fostering a sound working environment among faculty and students
- Establishes linkages with the industry, agencies, and other institutions that can assist in the development, improvement, and strengthening of the courses offered by the program
- Searches for and creates opportunities and avenues for the showcasing of creative output of students beyond academic situations
- Presides at regular program meetings during the academic year
- Attends School workshops and other meetings called by the Dean and other College units
- Regularly submits a status report to the VPA through the Dean
- Coordinates with the School Assistant regarding the scheduling and sequencing of courses
- Prepares budget proposals and manages the program budget
- Develops and participates in marketing strategies and activities to attract potential students to the program

Additional duties and responsibilities for the Interior Design Coordinator and Dance Chairperson:
(In consortium with the Philippine School of Interior Design and CCP-Ballet Philippines)

- Is responsible for the professional academic advising and guidance of students majoring in the program, both at DLS-CSB and PSID/CCP
- Coordinates with the VPA and the Registrar regarding student’s grades and other data necessary to be retained in the College
- Coordinates with the PSID/CCP regarding the subject offerings of the program, including the scheduling and sequencing of courses
- Coordinates with the SGU regarding student grantees attending classes at PSID/CCP
- Coordinates with the Admissions Center, Office of the Registrar, Accounting Office, and other College units regarding the status of students attending classes at PSID/CCP
- Coordinates with the different offices of DLS-CSB and PSID/CCP regarding changes that will further facilitate the processing of student papers/status

Additional duties and responsibilities for the Music Production Consultant:

- Ensures the quality of individual academic program courses through pre-term and post-term conferencing with faculty to assess and/or modify the course content and the approaches of imparting the same
- Ensures the efficacy of entire program through annual faculty conferencing to assess and/or modify the general curricular content and the approaches of imparting the same
- Ensures learner-centeredness by providing guidance in the formulation and assessment of course syllabi
School of Deaf Education and Applied Studies (SDEAS)
The School of Deaf Education and Applied Studies (SDEAS) offers partial and full scholarships to qualified Deaf high school graduates for postsecondary educational training. It prioritizes students who come from the poor sector of society.

It is the mission of the College to ensure that the Filipino Deaf youth are provided equal access to opportunities for educational and personal advancement by virtue of their potentials and capabilities. Their deafness is not a hindrance to their right to achieve their full potential and to become competent, effective and value-laden persons on the job, in the Deaf community, and in Filipino society.
Office Head for Academic Programs

Function: Directs the academic programs within the School and supervises the translation of institutional goals and policies into academic practice

Relationships:

- **Appointed by:** President; recommended by the Executive Vice President in consultation with the Vice President for Academics and the SDEAS Dean
- **Reports to:** SDEAS Dean
- **Supervises:** O-AP Coordinators
  - PEN-MLC Assistant Coordinators
- **Member:** School Council (and/or AD-HOC committee for specific purposes e.g. Academic Curriculum, Faculty Development, and Evaluation of Deaf Applicants)

Duties and Responsibilities:

- Assists the Dean in handling the Ad-Hoc Committee on SDEAS Curriculum in the over-all assessment and upgrade of the curriculum (course, syllabi, formation program) towards making the integration of important job skills, work attitudes and Benildean core values
- Collaborates with the O-DEAF head to ensure formation efforts are fully integrated in the curricular and co-curricular activities of the students
- Designs and recommends structures, policies, procedures, and guidelines that would facilitate the implementation and improvement of work/classroom processes, delivery of programs and services
- Assists the Dean in overall efforts to enhance faculty competence with regards to their teaching and learning strategies employed, developing academic plans and strategies needed for the advancement of the Deaf learners
- Supervises and mentors personnel to ensure skills building and character formation, as well as evaluates their performance in relation to agreed goals and the set performance objectives
- Assists the Dean in the design and implementation of SDEAS Faculty Development program by collaborating with the O-DEAF Head and key experts from SDEAS or other Schools in the creation and implementation of faculty development programs for new teachers with interpreters, new signing teachers, and other types of teachers
- Prepares the O-DEAF office budget
- Submits plans and proposals to be included in the School’s operational plans for the following year
- Conducts regular follow-ups and mentorships of different area coordinators to ensure cultivation of self-propelling programs and team output
- Ensures submission of consolidated of term and yearly reports as well as plans and proposals
- Conducts regular meetings with O-DEAF and academic subject area coordinators on the status of various involvements and performance of faculty and interpreters in and outside of the classroom
- initiates and implement necessary interventions to prevent potential negative impact assessed as a result of faculty/interpreter performance in and outside of the classroom
- Ensures necessary policies are put in place to protect students and faculty uniqueness, cultivate intellectual growth and positive values formation and a culture of excellence
- Initiates, collaborate or recommends opportunities for research undertaking in the areas of understanding the Deaf learner, developing instructional technology, learner-centered principles and how these findings may benefit the SDEAS efforts in teaching and formation
- Oversees the operations and maintenance of the MLC
- Takes charge of submitting trimestral and yearly report of significant developments/accomplishments, and most significant issues/concerns regarding the usage of PEN-MLC
- Takes charge of addressing various SDEAS needs related to media-based materials, instructional technology training and other related matters
- Takes charge of addressing various PEN-International projects that would directly need the assistance of the various PEN-MLC staff (assistant coordinators, student assistants for media production) through production of learning materials, visual aids, reports and other media-related documents or presentations
Office Head for Deaf Esteem and Formation

Function: Directs student formation within SDEAS and supervises the translation of institutional goals and policies into formation and development programs

Relationships:

Appointed by: President; recommended by the Executive Vice President in consultation with the Vice President for Academics and the SDEAS Dean

Reports to: SDEAS Dean

Supervises: O-DEAF Coordinators

Convenes: O-DEAF Council Formation Committee

Member: School Council (and/or AD-HOC committee for specific purposes e.g. Academic Curriculum, Faculty Development, and Evaluation of Deaf Applicants)

Duties and Responsibilities:

- Designs and recommends structures, policies, procedures, and guidelines that would facilitate the implementation of programs and services as and/or improvement of work processes
- Oversees the implementation of the different office programs and services in coordination with assigned coordinators and/or staff
- Plans and prepares the office budget
- Ensures submission of consolidated of term and yearly reports as well as plans and proposals
- Collaborates with the Dean, Heads and Coordinators for ODEAF concerns and in translating the institutional goals into the formation programs and services
- Plans the formators’ growth and development program in consultation with them and supervise its implementation
- Evaluates the performance of coordinators/formators in relation to agreed goals and the set performance objectives
- Supervises the conduct of dialogue and consultation with students in regard to improving formators’ competence
- Assists the School in its efforts to enhance faculty competence in creating strategies for effective teaching, class management and strengthening teacher-student relationships
- Incorporates research in all endeavors to support the School in creating a research-oriented environment
- Collaborates with the Dean and O-AP to ensure formation efforts are fully integrated in the curriculum and into the total school experience of the Deaf
- Collaborates with the Dean, Office Heads and faculty in formulating effective interventions and support services that will address students’ needs
- Supervises the creation and implementation of modules and training programs to address formation needs of students, parents and faculty

Project Director, PEN-International Philippines

Function: Direct all aspects of DLS-CSB’s participation in PEN-International

Relationships:

Appointed by: President; recommended by the Executive Vice President in consultation with the PEN-International Director (US)

Reports to: Executive Vice President

Supervises: Local PEN-International Staff
Duties and Responsibilities:

- Organizes and strategizes the overall direction of SDEAS in the context of Deaf needs and PEN-International goals
- Plans out and appropriately invests the allotted budget to PEN-approved projects and initiatives
- Leads the SDEAS and PEN team in meeting deadlines in a timely fashion

Coordinator, Career Education and Placement Program

Function: Directly seeks out and collaborates with various internal and external partners for Deaf employment and business opportunities for students or graduates, and takes charge of creating and updating the database of employers, business partners, graduates' profiles and other pertinent information that are considered vital in curriculum planning, student development, and supervision

Relationships:

Appointed by: SDEAS Dean
Reports to: ODEAF Head
Supervises: Student Assistants
Member: School Council
Ad hoc committees
Employment and Internship Team

Duties and responsibilities:

- Acts as a liaison officer to the industry to raise awareness of SDEAS programs and potentials and capabilities of the Deaf, and serves as a negotiator for internship (in partnership with the internship coordinator) and job placements
- Conducts extensive searches for companies and organizations, and actively seeks out opportunities (announced exhibits, company activities, etc) that will establish linkage with industry.
- Coordinates with other employment-related offices to facilitate the delivery of services for Deaf Benildeans
- Acts as a consultant to employers or supervisors of companies with Deaf employees or interns, and provides assistance for smoother company operations and student/graduate integration
- Collaborates with the Internship Program Coordinator and the faculty advisers to ensure that students receive appropriate job coaching services
- Acts as a facilitator in assisting aspiring Deaf Benildean entrepreneurs in seeking relevant business opportunities
- Mentors and facilitates the successful partnership of Deaf Benildeans and business organizations
- Coordinates with the SDEAS business entrepreneurship program faculty for the Deaf to apply their learning in a real-life business setting
- Collaborates with the Employment and Internship Team to develop a comprehensive education program that ensures the smooth integration of Deaf interns, employees, and entrepreneurs in their respective organizations by providing structured (i.e., seminar-workshops) and unstructured (i.e., individual consultations) services for partners
- Serves as a company or business enterprise consultant and facilitator in helping hearing partners develop acceptance of the Deaf and overcome consequences due to limitations in communication
- Serves as the main facilitator in the delivery of presentations with different companies promoting employment or business-related partnerships with the Deaf
- Actively participates in efforts that encourage partner organizations to become advocates for partnerships with the Deaf
- Works closely with the SDEAS faculty involved in the research and information program in research endeavors concerning employment and business opportunities for the Deaf
- Provides feedback and plays an active role in the development of job search class syllabi or other career- and education-related training interventions
- Gives relevant input in the development of marketing strategies for SDEAS, specifically in areas that would impact on employment or business opportunities
- Prepares letters to parents, faculty, students, linkage partners, and targeted clients with regards to career-related programs and activities, subject to the approval of the Dean
- Performs other duties and responsibilities analogous, germane, and related to/implied from the abovementioned functions

**Coordinator, Internship Program**

*Function:* Assists the OAP Head in Student Development and Supervision by directing the on-the-job training (OJT) opportunities of students at various stages of their academic life, and supervises students during their pre-OJT preparations, mentoring, and post-OJT evaluations

*Relationships:*

- **Appointed by:** SDEAS Dean with the OAP Head
- **Reports to:** OAP Head
- **Supervises:** Students in various Job Training venues
- **Member:** School Council
  Employment and Internship Team

*Duties and responsibilities:*

- Designs appropriate job-training opportunities that will expose and develop students’ competencies related to electives, generic job skills, and positive values in interpersonal and work performance, which are also focused on across the curriculum
- Organizes and plans out the HRD process for VJT such as recruitment, assessment, matching of volunteer skills and placement needs, creation of training/work plans
- Closely works with the employment and internship team for job training preparations of VJT students
- Closely works with assigned supervisors to ensure that main objectives are achieved
- Provides feedback to concerned departments or persons related to the development of students
- Seeks out current and potential partners in DLS-CSB for the needs of volunteer-interns
- Collaborates with the employment and internship team in designing and implementing orientation seminars for the JTV program, the supervision and training of the Deaf in the workplace, communication with Deaf employees, and other topics
- Develops programs and projects with internship opportunities for those in VJT and JTSA arrangements
- Seeks out current and potential partners in the industry for special internship arrangements that deal directly with elective-related competencies
- Collaborates with the employment and internship team in:
  + finalizing work plans with current and potential partners that will meet the requirements of both SDEAS and the partners involved
  + designing and implementing needed orientations and seminars to facilitate placement and work the transition of students and supervisors
- Ensures that necessary evaluation and feedback are conducted to improve the advanced group’s performance and organizations’ growth for better working relations with SDEAS and advanced group.
- Collates vital data about the students and the employers for research and documentation purposes
- Coordinates with the employment and internship team (composed of the OAP, the Dean, the elective track coordinators, a selected board of advisers, the coordinators for employment, and the internship and career education program personnel) to draw up specific minimum competency requirements for qualified JTGSP
- Conducts competency assessments of students and designs individual work plans that may be addressed through various interventions (for sophomore and junior students, work plans may include JTV and JTSA; for graduating students, assessment must be done at least a term before their PRACTIE subject
- Collaborates with faculty advisers for job expectations, troubleshoots problems and challenges, assumes job coaching roles, and assists advisers in the implementation of appropriate interventions
- Conducts overall orientations for the students regarding requirements and other details of the program
- Seeks out assistance from faculty advisers and the employment coordinator for the matching of students and internship sites
- Handles pre-, actual and post-collaborative partnerships with employers and supervisors in the areas of matching of expectations, developing work plans, facilitating appropriate consultation and training for supervisors, and evaluating interventions and opportunities for students’ and supervisors/employers’ growth, company and SDEAS interventions, and other venues for learning
- Evaluates internship sites and forges partnerships with companies
- Manages training opportunities for students, whether in the form of on-the-job training, trips, in-project trainings, seminars, or apprenticeships
- Coordinates with the SDEAS program coordinators in providing vital data pertaining to students’ needs as observed in the different job training opportunities

Coordinator, Student Academic Services

*Function:* Assists the OAP Head in administrative duties related to faculty loading, student enrollment, interpreter placement for student and faculty training, admissions, graduation, and student/faculty orientations

*Relationships:*

- **Appointed by:** SDEAS Dean
- **Reports to:** Head, OAP
- **Supervises:** Student Assistants
- **Member:** School Council
  - Ad hoc committees
  - Office of the Registrar’s School Assistants

*Duties and responsibilities:*

- Takes charge of preparing and implementing processes involved in student enrollment, and coordinates closely with the Office of the Registrar regarding this matter
- Closely coordinates with the Office of the Registrar in the organization and implementation of the graduation ceremonies for CPAD and BAPDST students
- Coordinates with the SGIA for the implementation of scholarship-related policies, activities, and plans of action
- Prepares the assessment of extra costs involved in subjects (e.g., costs involved for materials needed in computer/arts/photography/cooking classes as well as related interpreter-consultant allowances per class) and handles the necessary communications with parents to follow up student payments
- Upon the request of the sponsoring organization, department, office, or unit (within or outside SDEAS), takes charge of selecting and assigning needed interpreters for other academic and non-academic activities that SDEAS students will participate in
- Collaborates with the Marketing Communications Office to continually upgrade and develop materials for marketing
- Arranges schedules and materials related to school-to-school visitations
- Organizes a team of volunteers (faculty and students) to assist in the school-to-school visitations for recruitment and announcements
- Coordinates and arranges in advance the flowchart of activities involving tasks to be accomplished by the applicants concerning specific requirements involving the Admissions Center, the Center for Learning and Performance Assessment, the Student Grants Unit, SDEAS, the Office of the Registrar, the Accounting Office and the CSB-Clinic
- Organizes appropriate schedule assignments among applicants and members of the Ad-Hoc Committee on Evaluation of Student Applicants (and its sub-committees) for part 2 and 3 of the Admission process, and ensures that related materials are processed and released to persons concerned
- Organizes the Deaf Frosh Summer Orientation (DFSO) in consultation with the SDEAS faculty, student volunteers, and the Office of Student Affairs
- Coordinates with the OAP Head and the Dean the following tasks:
  + subject offerings
  + scheduling and sequencing of courses
  + assignment of teaching load
  + assignment of faculty volunteers to serve as interpreter-consultants in subjects in need of interpreters
  + assignment of peer evaluators to ensure the smooth implementation of the peer evaluation procedure
- Monitors and follows up tasks assignments of faculty (consultation schedules, midterm/final exams, special requirements)
- Facilitates the assignment of interpreters, schedules activities related to the training and development of the staff by coordinating with the CLCIR and other service units of the Faculty, and ensures that the Deaf staff will have access to regular services and activities
- Submits yearly reports of significant developments/accomplishments and most significant issues/concerns to the OAP Head
- Submits plans and proposals to be included in the School’s operational plans for the following school year
- Prepares letters to parents, faculty, and students with regard to the programs and activities of the OAP, subject to the approval of the Dean
- Performs other duties and responsibilities analogous, germane, and related to/implied by the abovementioned functions

### Coordinator, Elective Tracks
**(Entrepreneurship, Computer Graphics/MMA)**

*Function:* Assists the OAP Head in the three major areas of Curriculum Planning, Student Development, and Supervision for Internship and Employment in the context of the specialized elective field tracks

*Relationships:*

- **Appointed by:** SDEAS Dean
- **Reports to:** OAP Head
- **Supervises:** Board of Advisers Consultants
- **Member:** School Council Ad hoc committees Employment and Internship Team

*Duties and responsibilities:*

- Participates in the Ad Hoc Committee on SDEAS Curriculum in the overall assessment and upgrading of the curriculum (course, syllabi, formation program)
- Takes a lead role in designing and improving the elective track area and ensures that there is evidence of integration of important job skills and positive values in interpersonal and work performance in the syllabi, and that Deaf-centered appropriate learning and teaching strategies and interventions are employed
- Initiates and maintains regular consultations with the Board of Advisers
- Conducts regular industry scanning for curriculum input, upgrades, and opportunities for internship, employment, and others that will benefit the students, program, and the School
- Conducts consultation meetings with students to ensure that their elective track needs and concerns are expressed
- Proposes and implements plans of action that would respond to the expressed needs and concerns of the students
- Collaborates with the OAP Head, academic coordinators, and offices for the planning and implementation of the aforementioned
- Performs other duties and responsibilities analogous, germane, and related to/implied by the abovementioned
Coordinator, General Education Area (Deaf Studies, English, Math)

*Function:* Assists the OAP Head in the three major areas of Curriculum Planning, Faculty Development and Supervision, and Student Development and Supervision in the context of general education subjects

*Relationships:*

- **Appointed by:** SDEAS Dean
- **Reports to:** OAP Head
- **Supervises:** Faculty assigned in each Area
- **Member:** School Council
  Ad hoc committees

*Duties and responsibilities:*

- Conducts classroom observation activities for faculty members assigned to the general education and elective tracks
- Assists the OAP Head in overall efforts to enhance faculty competence
- Ensures that faculty learning and teaching interventions integrate important job skills and positive values in interpersonal and work performance
- Assists the OAP and ODEAF Heads and SDEAS Dean in monitoring faculty performance in the usage of Deaf-centered appropriate learning and teaching strategies and interventions
- Participates in the Ad Hoc Committee on SDEAS Curriculum in the overall assessment and upgrading of the curriculum (course, syllabi, formation program)
- Takes a lead role in designing and improving the academic track area and ensures that there is evidence of the integration of important job skills and positive values in interpersonal and work performance in the syllabi, and that appropriate Deaf-centered learning and teaching strategies and interventions are employed
- Assesses, creates and implements opportunities for teaching key competencies across the curriculum
  + learning English as a second language of the Deaf (for English Language Coordinator)
  + learning Math applications (for Math Coordinator)
- Conducts consultation meetings with students to ensure that their academic needs and concerns are expressed
- Proposes and implements plans of action that would respond to the expressed needs and concerns of the students
- Collaborates with the OAP Head, academic coordinators, and offices for the planning and implementation of the aforementioned
- Plans out alternative interventions outside the classroom for specific academic skills, e.g., math and English
- Performs other duties and responsibilities analogous, germane, and related to/implied by the aforementioned

Coordinator, Support Formation Unit

*Function:* Supervises the implementation of formation programs and services in three key areas – counseling, guidance, and spiritual formation – and monitors their impact on students’ wholesome adjustment and academic success

*Relationships:*

- **Appointed by:** SDEAS Dean
- **Reports to:** ODEAF Head
Supervises: Counselors
Formators
Ministers

Member: School Council
Ad hoc committees
ODEAF Council

Duties and responsibilities:

- Coordinates with SDEAS administrators, faculty, parents, staff, and students for services and activities in the three key areas of counseling, guidance, and spiritual formation
- Coordinates with the Center for Counseling Services, the Lasallian Ministry Office, and the Office of Student Behavior for specific concerns about the three aforementioned areas
- Coordinates with outside linkages, organizations, and institutions for formation concerns regarding the same three areas
- Ensures the submission of consolidated materials, as follows:
  + term and yearly reports of significant developments/accomplishments and most significant issues/concerns, based on the submitted reports of coordinators and staff assigned to the different programs
  + plans and proposals for the School’s operational plans for the following year based on the submitted plans and proposals of the coordinators and staff assigned to the different programs
- Organizes the overall system and work processes of the Support Formation Unit
- Conducts meetings with counselors, formators, and ministers.
- Assists the ODEAF Head in collaborating with the Dean, heads, and coordinators for ODEAF-SFU concerns and the translation of institutional goals into formation programs and services
- Assists the ODEAF Head in planning and implementing growth and development programs for counselors, formators, and ministers
- Monitors, evaluates, and mentors the formators, counselors and ministers involved in the three areas of counseling, guidance, and spiritual formation
- Gathers and consolidates data that can help SDEAS faculty in creating strategies for teaching, class management, and the strengthening of student-teacher relationships
- Establishes appropriate strategies in counseling, guidance, and spiritual formation to generate data to be used for research endeavors
- Leads the creation and implementation of formation programs and services for students, in consultation with counselors, formators, and ministers
- Supervises the implementation of services and formation-related activities conducted by counselors, formators, and ministers
- Leads the creation of assessment and evaluation tools in consultation with the counselors, formators, and ministers
- Leads the creation of modules and instructional materials for formation-related activities to address the needs of students and their significant others
- Monitors the preparation and accomplishment of all logistics requirements for student involvement in counseling, guidance, and spiritual formation
- Supervises all advocacy-related efforts in counseling, guidance, and spiritual formation
- Performs other duties and responsibilities analogous, germane, and related to/implied by the aforementioned

Coordinator, Student Activities Unit

Function: Ensures that student activities in the area of sports, performances, student leadership, and social action outreach inside and outside the College are used as venues to build self-esteem and positive values, as well as advocates for the appreciation of Deaf community, language and culture

Relationships:

Appointed by: SDEAS Dean
Reports to: ODEAF Head

Supervises: Trainers
Student Leaders

Member: SDEAS Council
ODEAF Council

Duties and responsibilities:

- Coordinates with SDEAS administrators, faculty, counselors, parents, staff, and students for activities in sports, performances, student leadership, and social action
- Coordinates with the formation units of the Sports Development Office, the Office of Culture and Arts, the Student Involvement Unit, and the Social Action Office for activities where the Deaf can get involved
- Coordinates with outside linkages, organizations, and institutions for student activities in the four aforementioned areas
- Ensures the submission of consolidated material, as follows:
  + term and yearly reports of significant developments/accomplishments, issues and concerns
  + plans and proposals for the following year with consideration of the input of trainers and student leaders
- Organizes the overall system and work processes of the Support Formation Unit
- Assists the ODEAF Head in collaborating with the Dean, heads, and coordinators for ODEAF-SAU concerns and in translating institutional goals into the formation programs and services
- Assists the ODEAF Head in planning and implementing growth and development program for formators and trainers
- Monitors, evaluates, and mentors the performance of the trainers and student leaders involved in the sports, performing arts, student leadership, and social action areas
- Establishes strategies to gather data from all SAU involvement that could be useful for research endeavors
- Plans, proposes, and implements seminars for the training of student leaders and a core group of volunteers in the sports, performances, leadership, and social action areas in consultation with trainrs and student leaders
- Facilitates the assessment of students leaders and volunteers
- Organizes and monitors the training program of student leaders and volunteers in the sports, performances, leadership, and social action areas
- Manages the logistics requirements for student involvement in the four aforementioned areas
- Prepares detailed budget proposals for approval by the Dean
- Prepares budget report and documents for expenses
- Ensures the proper disbursement of the approved budget
- Liquidates cash advances
- Supervises the process of acquiring uniforms, costumes, and other materials
- Prepares letters to parents, faculty, and students regarding programs and activities, subject to the approval of the ODEAF Head and the Dean
- Makes necessary plans to reserve or acquire (upon approval of the Dean) facilities and equipment needed for the Deaf students’ involvement in sports activities, performances, leadership activities and social action
- Serves as a Deaf advocate to formation units and organizations inside and outside DLS-CSB by making them aware of Deaf uniqueness and needs when they get involved in a certain activity (i.e., Interpreter Service, lights on stage for the Interpreter Seats in front, illuminated area for the Deaf in case theater lights are dimmed or turned off for visual effects)
- Performs other duties and responsibilities analogous, germane, and related to/ implied by the aforementioned
School of Hotel, Restaurant and Institution Management (SHRIM)
The School of Hotel, Restaurant and Institution Management (SHRIM) is committed to providing the hotel and restaurant industry with professionals who possess the necessary knowledge, skills, attitudes, and Benildean values to become successful entrepreneurs, hoteliers and restaurateurs.

SHRIM employs effective learner-centered teaching methodologies and relevant service-oriented programs as part of its commitment to build a just, humane and progressive society. It aspires to take the lead in offering time-responsive and innovative courses that meet the demand for industry-ready professionals for hotels and restaurants in the Philippines and abroad.
Program Chairperson

*Function:* Manages one of the three program tracks offered under the School of Hotel, Restaurant and Institution Management

*Relationships:*

- Appointed by: Executive Vice President; recommended by the SHRIM Dean
- Reports to: SHRIM Dean

*Duties and responsibilities:*

- Approves undergraduate documents like letters of intent to graduate, special clearances, and leaves of absence
- Assists the dean in any tasks involving the academic degree programs of SHRIM
- Attends School workshops and other meetings as called by the dean and other College functions
- Coordinates the subject offerings of the department and the scheduling/sequencing of courses
- Coordinates with other Schools on matters concerning the assignment of teachers and exam schedules
- Evaluates the faculty according to established policies and norms, including the visitation of classes at regular intervals
- Handles the active recruitment and screening of potential faculty members, lecturers, or visiting staff, along with recommending them to the EVP through the SHRIM Dean
- Observes full-time and part-time faculty members every term
- Periodically reviews the curriculum and flowchart of the specialization tracks and confers with the appropriate parties for possible revisions and updates
- Prepares feasibility studies of other academic and non-academic School programs, also covering those that are under joint venture agreements
- Recommends budget changes as needed
- Recommends innovative techniques/approaches for the academic programs
- Recommends viable faculty development programs to upgrade the teaching competencies, human relations skills, and personal growth of the faculty
- Recommends the retention, reclassification, and disciplining of faculty as needed to the EVP through the SHRIM Dean
- Regularly submits status reports to the SHRIM Dean

Officer-in-Charge, Chef's Station

*Function:* Oversees the day-to-day operations of Chef's Station to ensure proper and timely completion of cafeteria activities

*Relationships:*

- Appointed by: SHRIM Dean
- Reports to: SHRIM Dean
- Supervises: Chef's Station staff and students

*Duties and Responsibilities:*

- Plans and directs the preparation and service of food in accordance with standards
- Is responsible for employee and trainee scheduling and workloads
- Inspects cafeteria and food service equipment and utensils for cleanliness and sanitation
- Monitors daily sales (cash and charge invoices)
- Monitors customer feedback and implements corrective measures
- Prepares and maintains monthly cycle meal plans
- Monitors catering activities from menu planning, to costing and pricing, and ultimately to delivery and service
- Approves requisitions, work orders, overtime requests and gate passes
- Coordinates with other departments (CLU, Food Service, Purchasing, GAS, Security) for other concerns

**Officer-In-Charge, Solomon Guest House**

*Function:* Manages the operations of Solomon Guest House (SGH), and oversees the HRIM students stationed there for practicum

*Relationships:*

  Appointed by:  Dean
  Reports to:  Dean

*Duties and responsibilities:*

- Trains practicum students assigned to SGH in restaurant and guest room administrative and operational functions
- Ensures that the inventory of stocks and supplies is regularly updated
- Monitors daily and monthly sales targets
- Evaluates practicum students as required
- Develops and implements menu and beverage cycles
- Implements sales and marketing strategies towards desired profit levels.
- Maintains the physical upkeep of the FFE at the SGH
- Administers coaching and disciplinary tasks as needed

**Coordinator, Food and Beverage Service Laboratory**

*Function:* Manages the operations of the F&B Service Laboratory

*Relationships:*

  Appointed by:  Dean
  Reports to:  Dean

*Duties and responsibilities:*

- Supervises set-up and service in function rooms for all SHRIM activities
- Prepares the required budget for the Laboratory
- Ensures that monthly inventories of all equipment in the Laboratory are done regularly
- Reports to the property custodian all losses and breakage incurred by students and custodians
- Monitors the condition of function rooms and equipment, and accomplishes the necessary forms for their repair
- Prepares and monitors the scheduling of custodians in the Laboratory
- Monitors the installation of new equipment for SHRIM
- Attends the opening of bids for equipment to be purchased
- Performs other duties as may be required by the Dean

**Coordinator, Culinary Laboratory Unit**

*Function:* Oversees CLU operations for laboratories of all food and beverage courses of the SHRIM program and catering on the premises

*Relationships:*

  Appointed by:  Dean
  Reports to:  Dean

*Duties and responsibilities:*

- Manages the operations of CLU laboratory
- Oversees the implementation of menu and beverage cycles
- Monitors daily and monthly sales targets
- Evaluates students and staff as required
- Develops and implements sales and marketing strategies towards desired profit levels.
- Maintains the physical upkeep of the FFE in the CLU
- Administers coaching and disciplinary tasks as needed

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dls-csb administration manual 2004-2005
Relationships:

Appointed by: School Dean
Reports to: School Dean

Duties and responsibilities:

- Handles the planning, organizing, directing, and controlling of culinary laboratory activities and in-premise School functions, ensuring that service is executed according to SHRIM-prescribed standards
- Schedules CLU staff work responsibilities and delegates special tasks
- Design systems for maximum staff efficiency and productivity
- Plans and oversees the implementation of CLU applied research, i.e., recipe standardization, resource cost-cutting initiatives, studies that facilitate student learning, et cetera
- Take corrective action against careless use of CLU resources
- Conducts staff meetings for objective discussion of ideas and differences
- Provides opportunities for the continuing education and professional advancement of CLU staff
- Monitors the implementation of CLU-established food safety and sanitation rules and regulations
- Facilitates the systematic flow of inter-office communication/coordination
- Monitors and assesses staff performance
- Documents CLU performance
School of Management and Information Technology (SMIT)
Inspired by the College’s commitment to teaching excellence, innovation, and the development of a learner-centered educational environment, the School of Management and Information Technology (SMIT) offers programs that are reflective of changes in business and industry, and in a technology-driven environment.

SMIT aims to facilitate an environment of teaching and learning among its faculty, students, staff and other community members through collaborative integration. It enhances the learning experience of its students by integrating theory with practice and respecting individual diversity and creativity.

The School is committed to the development of competent, socially responsible professionals, business leaders and entrepreneurs who have the capacity for critical thinking, a continuous desire for knowledge and a high regard for individual diversity and life-long learning.
Program Chairperson/Coordinator

Function: Professionally contributes to the growth and development of the program through effective and efficient management of its faculty and administrative staff, including curriculum program development, research, and community and industry involvement.

Relationships:

Reports to: School Dean

Appointed by: DLSU System President; recommended by the Executive Vice President

Supervises: Subject Area Coordinator
              Practicum Faculty-in-charge
              Academic Advisers
              Faculty

Member of: School Library Committee
           Hiring, Promotion, and Permanency Boards
           School Council
           Council of Chairs

Duties and responsibilities:

- Assists the School Dean in accomplishing the School’s goals and objectives, building upon the College’s institutional vision, mission, and educational philosophy.
- Develops, revises, recommends, monitors and evaluates short-term and long-term plans for the Program in coordination/consultation with faculty, staff, students, and other relevant publics (e.g., Industry Board of Advisers).
- Initiates departmental planning for curriculum and other program-related matters and ensures that departmental programs and courses are evaluated and revised as necessary.
- Disseminates and regularly updates the faculty, students and staff on administrative notices, policies, and procedures.
- Recruits, orients and supervises faculty members, and provides assistance in the selection, adoption, and/or development of instructional materials to ensure the delivery of quality classroom instruction.
- Prepares the teaching plantilla and teaching load assignments in consultation with the School Dean, faculty members, and School Assistant.
- Assigns and monitors the performance of academic advisers assigned to students within the major program.
- Monitors and evaluates faculty and staff performance based on established standards.
- Develops and supervises the implementation of a strategic human development plan to ensure faculty development in the areas of continuing education, instruction, assessment and research.
- Develops and manages a financial budget for the Program and exercises prudence in the utilization of financial resources and physical property and equipment.
- Implements and supervises policies, procedures, and records pertaining to the final academic project (e.g., thesis, systems development project, feasibility study).
- Coordinates with the Practicum faculty-in-charge on the implementation of policies and procedures on student on-the-job training.
- Reviews and evaluates the admission and retention of students under the program, in coordination with the Academic adviser and faculty, based on established parameters.
- Performs other duties and responsibilities as prescribed by the position.

Amendment for Career Development Program Chairperson:

- Recommends policies, programs, and procedures for BASAP.
- Evaluates and recommends admission of applicants to the BASAP by coordinating with the Center for Counseling Services and the Student Grants Unit.
- Convenes the BASAP committee to determine the granting of scholarships under the BASAP grant.

Note: The CDP Program Chairperson need not coordinate with Practicum faculty-in-charge for OJT.
Subject Coordinator

Function: Contributes to the growth and development of the program by providing assistance to the Program Chairperson through effective and efficient supervision of faculty members within a particular subject area

Relationships:

Reports to: Program Chairperson

Appointed by: Vice President for Academics; recommended by the School Dean and the Program Chairperson

Supervises: Faculty members under subject area

Member of: Hiring and Promotion Board

Duties and responsibilities:

- Assists the Program Chairperson in accomplishing Program goals and objectives
- Provides input to the Program Chairperson in the development, revision and evaluation of Program plans, in consultation with faculty members within the subject area
- Initiates subject area planning, and submits relevant and timely recommendations to the Program Chairperson for use in curriculum development and other program-related matters
- Disseminates information to faculty members within the subject area regarding administrative notices, policies and procedures
- Assists the Program Chairperson in the recruitment, orientation and integration of new faculty members within the subject area
- Recommends to the Program Chairperson course offering projections, faculty teaching assignments and final examination schedules for courses covered by the subject area, in consultation with faculty members, the School Assistant and other related Schools and programs
- Monitors and evaluates faculty members within the subject area based on established standards
- Handles and resolves concerns and complaints involving faculty members being supervised under the subject area
- Recommends to the Program Chairperson a faculty development plan in the areas of continuing education, instruction, assessment and research to improve faculty member performance
- Performs other duties and responsibilities as prescribed by the position
School of Multidisciplinary Studies (SMS)
The School of Multidisciplinary Studies (SMS) offers the General Education program and the Bachelor of Arts, Major in Consular and Diplomatic Affairs program.

The General Education Program is designed to provide students with basic education in communication skills, logical mathematical skills and other fields of studies such as humanities, social sciences and natural sciences. It seeks to help students develop their potentials in accordance with their needs and learning styles as well as complement student skills and competencies relevant to their fields of study. These objectives are attained through learner-centered teaching methodologies.
SMS Chairperson

*Function:* Serves as the link between the School Dean and the faculty, and manages the teaching assignments per subject area as per the operational plan for each schoolyear.

*Relationships:*

- **Appointed by:** President; recommended by the Executive Vice President and SMS Dean
- **Reports to:** SMS Dean
- **Supervises:** Full-time faculty, Part-time faculty, Area Secretary
- **Convenes:** Area Meetings
- **Member of:** School Council, Promotion/Reclassification Boards, Ad hoc Committees

*Duties and Responsibilities:*

- Recruits and recommends ranks for new faculty every term
- Prepares the faculty plantilla every term
- Monitors faculty performance
- Implements academic plans of the School
- Conducts area meetings twice per term
- Supervises the integration of the Benildean Core Values in the course syllabi
- Prepares periodic status reports to the School Dean
- Performs such other duties and responsibilities analogous, germane, or related to and/or implied from the above enumerated functions and develops strategies for their implementation.
School of Professional and Continuing Education (SPaCE)
The School of Professional and Continuing Education (SPaCE) is DLS-CSB’s answer to providing its alumni and professionals with continuing and life-long education in key business management competencies in strategic industries.

SPaCE provides the link between the academe and the industry/government sectors in the formulation of appropriate professional development courses. The courses are designed in consultation with experts and specialists in the field and validated through a series of consultation with targeted clients. Courses offered by the School incorporate the best practices in each field of study and the latest trends and development.

The School enhances the competencies of the participants through a balanced combination of traditional and innovative learner-centered approaches. State-of-the-art computer and audio-visual teaching modules are also introduced in every course.
Dean

Function: Administers Diploma courses, in-house programs, and short-term courses offered by the College

Relationships:

- Appointed by: President; recommended by the Executive Vice President
- Reports to: Vice President for Academics
- Supervises: Program Delivery and Marketing Services Head, Administrative Assistant, Support Staff, Program Coordinators
- Member of: Academic Council

Duties and responsibilities:

- Determines achievable and well-defined goals and objectives for SPaCE
- Formulates effective plans to achieve the goals and objectives of SPaCE
- Develops linkages with professional associations
- Creates possible tie-ups/partnerships for in-house programs
- Develops clear and systematic office guidelines and work procedures
- Plans for needed facilitators on a short- and long-term basis
- Prepares the proposed budgetary allocation for SPaCE
- Anticipates future needs and the development of SPaCE
- Initiates mechanisms for the flow of relevant information and feedback
- Identifies relevant and current industry trends and prospects
- Develops appropriate courses in line with identified trends
- Determines course content and designs in consultation with facilitators
- Formulates marketing strategies
- Submits reports and other documents needed by the College
- Supervises the staff and sees to it that all requirements of various diploma courses are met
- Performs all other duties related to those aforementioned

Program Delivery and Marketing Services Head

Function: Supervises SPaCE program delivery and marketing services

Relationships:

- Reports to: SPaCE Dean
- Supervises: Records-in-Charge, Program Coordinators

Duties and responsibilities:

- Oversees the development of the SPaCE manual of operations in the areas of enrollment and registration, systems and procedures, process flow, facilitators’ guide and participants’ guide
- Supervises the updating of SPaCE's Budget Performance Monitoring System
- Finalizes and completes the working arrangements with SPaCE internal and external partners in its operations, program delivery and in the areas of administrative and secretarial services
- Oversees the conduct of pre- and post-conferences on courses/training/programs with internal and external partners to generate feedback on quality of service and the performance of facilitators
- Undertakes the development and design of reportorial requirements
- Ensures the provision of training support services to on-going courses
- Provides inputs for continuous improvement in the delivery of training support services
- Develops customer service orientation programs for SPaCE personnel and staff of external and internal partners
- Ensures accreditation of relevant courses
- Mobilizes SPaCE personnel to advertise/market on-going courses through group email, invitation letters by fax and telemarketing
- Accomplishes income and expense report for all SPaCE courses
- Ensures that each course offering reaches the minimum number of participant per class
- Ensures that all complaints from internal and external clients are attended to properly
- Ensures availability of office and class-related supplies
- Undertakes other functions as may be assigned by the Dean
Center for Learner-Centered Instruction and Research (CLCIR)
Teaching at De La Salle-College of Saint Benilde demands new strategies and skills. The key programs of the Center for Learner-Centered Instruction and Research (CLCIR) aim to support College faculty in maximizing the learning experience of both faculty and students.

The CLCIR conducts workshops and seminars geared towards providing faculty members the chance to enhance the way they teach and learn, introducing innovative methods that underscore the dynamic elements of the learner-centered learning process.
**Director**

*Function:* Conceptualizes and promotes the professional development programs for College administrators and faculty

*Relationships:*

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<tr>
<th>Appointed by:</th>
<th>The President; recommended by the EVP</th>
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<tr>
<td>Reports to:</td>
<td>Vice President for Academics</td>
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<td>Supervises:</td>
<td>Head, Learner-Centered Instruction Unit</td>
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<td>Head, Learner-Centered Instructional Technology Unit</td>
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<td>Head, Learner-Centered Research Unit</td>
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<td>Member of:</td>
<td>College Research Council</td>
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<td>Academic Council</td>
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*Duties and responsibilities:*

- Exercises general supervision over all the units within the CLCIR
- Oversees the implementation of programs and services in all the units
- Designs and recommends structures, policies, procedures, and guidelines that would facilitate the improvement of processes and the delivery of the services rendered by the units
- Leads conceptualization/design and supervises implementation of Professional Development Programs offered by the units
- Supervises and evaluates the performance of CLCIR personnel in relation to agreed goals and the set performance objectives
- Establishes and maintains linkages with the academic and non-academic units of the College, external organizations and other institutions in relation to the training and development needs of the administrators and faculty
- Provides consultation to all faculty and staff members on matters of the Professional Development programs and activities available for them
- Calls for meetings with unit heads for better operations of their respective Units and coordination among them
- Calls for the organization of the ad hoc committees for the Faculty Research Program
- Coordinates with the Head of the Student Advising Council on matters of the orientation and training of the Academic Advisers
- Represents the CLCIR in the meetings of the Academic Council
- Represents the CLCIR in the College Research Council
- Ascertains that the Vice President for Academics is regularly updated with the programs and services of the CLCIR and its units
- Prepares the annual budget of the Center in coordination with the Unit Heads and exercises general supervision over disbursements from the approved budget
- Prepares the CLCIR plantilla at the start of each school year

**Head, Learner-Centered Instruction Unit**

*Function:* Promotes and ensures Academic Personnel development through the conceptualization, preparation, and implementation of the DLS-CSB Academic Personnel Training Program

*Relationships:*

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<th>Reports to:</th>
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<td>Supervises:</td>
<td>Support staff</td>
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Duties and responsibilities:

- Implements the Learner-Centered Academic Personnel Training Roadmap
- Leads the planning and management of academic personnel training and development programs
  + Designs training and development programs for academic personnel
  + Sources, evaluates and recommends resource persons
  + Updates and disseminates training-related information regularly
  + Submits a report on the evaluation of all training sessions and other academic personnel development programs
  + Monitors and evaluates participants' training outputs as needed
- Assists lead/guest trainers as needed
- Defines training logistics such as, but not limited to, schedules, brochures and handouts
- Coordinates all faculty development-related events of the CLCIR
- Establishes external linkages with other agencies/institutions on matters related to LCI and academic personnel development
- Programs and assesses wellness and self-improvement training activities for academic personnel
- Coordinates with the Lasallian Ministry Office (LMO) with regard to the academic personnel's spiritual formation
- Helps mobilize and facilitate faculty-based committees for Learner-Centered Instruction advancement
- Helps conduct training needs assessment on academic personnel
- Assists and performs other functions as specified by the CLCIR director
- Performs other administrative functions for general work processes
- Coordinates with other units and/or outside resources for additional consulting services in terms of course evaluation analysis, classroom observations, microteaching, formative feedback and course design
- Helps coordinate the development and release of all CLCIR publications, such as brochures, handouts, reports and newsletters
- Submits monthly, end-of-term, and annual reports to the CLCIR Director regarding training and development, research and other activities

Head, Learner-Centered Instructional Technology Unit

Function: Plans and conceptualizes IT training and other interventions to support learning, instruction, and operations requirements for teaching and non-teaching faculty based on findings reported in Training Needs Analysis and Individual Performance Evaluation results

Relationships:

Reports to: CLCIR Director

Supervises: ITU Trainers/Personnel, OJT students

Duties and responsibilities:

- Monitors and reports on the implementation of IT training and other interventions to support learning, instruction, and operations requirements
- Assesses the impact of emerging technologies such as computer systems, new applications and training aids
- Recommends training/instructional materials/technology improvements based on user feedback/evaluation
- Manages the Moodle Learning Management System (LMS)
- Manages the E-Learning Laboratory (eClassroom)
- Manages and uploads new content for the CLCIR’s “The Hub” website
Head, Learner-Centered Research (LCR) Unit

Function: Promotes, supports and ensures the implementation and advancement of the Faculty Research Program of DLS-CSB

Relationships:

Reports to: CLCIR Director
Supervises: Faculty Research Program Proponents, student assistants, support staff

Duties and responsibilities:

- Manages the Faculty Research Program
  + Manages the implementation and logistics of the Faculty Research Program (FRP) as indicated in the FRP policies and guidelines
  + Participates in the screening of FRP proposals as a member of the Faculty Research Committee
  + Assists prospective or approved research proponents in research design and data analysis
  + Manages the Materials Development Room
  + Oversees efforts to encourage faculty and academic service faculty to participate in the College’s research programs
  + Sources reviewers for FRP proposals and final outputs
  + Prepares requests for issuance of research grant cheques and materials
- Designs, implements and evaluates training and development programs on research-related topics
- Sources, evaluates and recommends resource persons and training programs for research
- Organizes periodic research colloquia on completed FRP projects and other faculty research outputs
- Coordinates publicity for research-related training and development programs
- Monitors the expenses of the LC Research Unit
- Establishes external linkages with agencies/institutions for research-related support
- Assists and performs other functions as specified by the CLCIR Director, including submission of reports per trimester, development of new training and other tasks
Office of Student Affairs
(OSA)
The Office of Student Affairs, a community of formators, plays an integral role in developing and strengthening the identity of DLS-CSB as a learner-centered institution in collaboration with the Benildean family and various sectors in society.

The Office commits to uphold a caring and nurturing environment that imbibes the Lasallian spirituality of serving the youth-at-risk and the poor.

The Office provides the learning community with opportunities for personal growth and development to become globally competitive Christian professionals.

The Office achieves these goals through integrated, innovative, and holistic programs guided by the Benildean Core Values and supported by relevant institutional resources.
Dean

Function: Supervises the general operations of OSA and its units/offices

Relationships:

Appointed by: Executive Vice President; recommended by the Vice President for Academics
Reports to: Vice President for Academics
Supervises:
- Director, Center for Counseling Services
- Head, Career and Placement Office
- Head, Office of Student Behavior
- Head, Lasallian Ministry Office
- Head, Social Action Office
- Head, Sports Development Office
- Head, Office of Culture and Arts
- Head, Student Learning Center
- Head, Student Publications Unit
- Formator, Student Involvement Unit
- Coordinator, International Students Unit
- Scubilion Residence Hall

Chairs:
- Student Handbook Committee
- Student Advising Council
- Task Force Safe School Committee
- Gawad Sinag Tala Awards Committee
- Selection Board for Random Drug Testing

Member:
- Academic Council
- College Activities Committee
- Hiring/Promotions/Renewal/Permanency Boards
- Student Grants Committee
- Honors and Awards Committee
- Graduation Steering Committee
- Admission Committee

Duties and Responsibilities:

- Exercises general supervision over all the offices within OSA and oversees the implementation of all their programs and services
- Designs and recommends structures, policies, procedures, and guidelines that would facilitate the improvement of processes and the delivery of Office programs and services
- Supervises and evaluates the performance of OSA personnel in relation to agreed goals and the set performance objectives
- Makes oneself available for consultations with OSA personnel in relation to program design and implementation, management of personnel and other related matters
- Facilitates and monitors the interfacing of student formation programs in the formal curriculum in coordination with concerned parties
- Facilitates the integration of Benildean Core Values and the Lasallian Formation modules in the co-extra-curricular programs in coordination with concerned parties
- Designs, implements and evaluates a Staff Development Program for Office Personnel
- Supervises and evaluates the implementation of Orientation and Development of Values (ORDEV)
- Chairs the Student Handbook Committee
- Establishes and maintains linkages with the academic and non-academic units of the College, external organizations and other institutions in relation to student activities and formation needs and initiatives
- Updates the College units of the services/programs/activities of the Office
- Makes oneself available for consultation to all College sectors and external communities on matters related to student activities and formation initiatives
- Reviews and recommends action on matters related to staffing such as recruitment, hiring, promotions, permanency and severance pay
- Prepares and submits periodic reports of OSA programs and activities to the Vice President for Academics
- Prepares the annual budget of the office in coordination with the Office Heads and exercises general supervision over disbursements from the approved budget

**Director, Center for Counseling Services**

*Function:* Handles the coordination and integration of services/programs that are related to counseling and are pertinent to the needs of DLS-CSB students

*Relationships:*

- Appointed by: President; recommended by the Executive Vice President
- Reports to: OSA Dean
- Supervises: CCS Counselors

*Duties and responsibilities:*

- Exercises overall supervision of CCS programs and functions, and oversees their implementation
- Supervises, monitors, and evaluates the performance of the staff
- Initiates, recommends, and approves proposals and activities for the continuous improvement of CCS programs to meet the prioritized needs of students and the demands of social change
- Prepares policies and guidelines for effective implementation of CCS programs and services
- Coordinates with various functions of the staff through regular meetings, workshops, and periodic consultations
- Proposes the annual CCS budget to the EVP through the Dean of Student Affairs, and monitors expenditures based on set policies
- Provides consultations for staff, student leaders, faculty, parents, and other officials on matters related to personal enrichment, organizational development, student activities, office activities/services, and other issues affecting daily College operations
- Submits periodic reports on program/service delivery to the OSA Dean
- Reviews and recommends to the proper unit/body such actions as recruitment, hiring, promotions, permanency, and severance
- Seeks out measures to assist the staff in terms of personal and professional growth
- Represents the unit in functions and events within and outside the College when the need arises
- Performs other duties and responsibilities analogous, germane, or related to and/or implied by the abovementioned

**Director, Career and Placement Office**

*Function:* Implements and coordinates career services and placement programs to provide comprehensive job placement services for students and alumni

*Relationships:*

- Appointed by: President; recommended by the Executive Vice President in consultation with the Vice President for Academics and the OSA Dean
- Reports to: OSA Dean
- Supervises: CPO Coordinator
  - Student Assistants
  - OJT Trainees
  - Student Volunteers
Duties and responsibilities:

- Plans, implements, and coordinates a variety of programs, activities, and functions to provide information and counseling services to designated students and alumni concerning career opportunities and employment trends
- Establishes and maintains liaisons with representatives of organizations, agencies, and schools to promote recruiting visits, thus expanding and promote employment opportunities; discussing personnel needs and career opportunities to meet student needs; and corresponding with employing companies and institutions about the availability and placement of graduates
- Coordinates with the Center for Counseling Services to assist them in establishing realistic career plans and objectives, and providing assistance in resume preparation and interview techniques through individual and group workshops
- Identifies and recruits summer placement and internship opportunities for graduating students in a variety of business areas, and assists students in matching skills with these opportunities
- Coordinates assigned programs and activities as appropriate, including, but not limited to, the alumni mentor network, practice interview programs, and the taping of placement events
- Helps in the review and evaluation of practicum/OJT programs of Schools in the College
- Develops and maintains an information resource collection to ensure students have access to current information about careers, the job search, and corporate contacts
- Maintains records of placement activities, and prepares special reports and analyses that illustrate current employment trends and appropriate recommendations or conclusions
- Consults with guidance counselors, academic advisers, and other members of the academic community who may need assistance in designing self-development courses on the career planning and placement process
- Represents the office before internal/external groups and individuals to explain placement programs, policies, and procedures
- Supervises the work of designated employees, reviewing completed work for adherence to instructions and correctness
- Performs other related duties incidental to the work described above

Head, Student Learning Center

Function: Plans, organizes, implements, and evaluates the Programs of the Student Learning Center and Student Advising Council

Relationships:

Appointed by: OSA Dean; recommended by the Vice President for Academics
Reports to: OSA Dean
Supervises: Student Learning Center volunteers
Convenes: Teacher volunteers and mentors
                      Student Volunteers
Member of: Special Committee on Athlete Development

Duties and responsibilities:

- Plans, organizes, coordinates and evaluates the activities of the Student Learning Center
- Prepares the operational plans of the Center
- Prepares and recommends the Center budget for each school year
- Coordinates efforts in encouraging students to actively participate in the services of the Center
- Develops and maintains interventions that would improve the academic performance of students, such as remedial classes, tutorials, et cetera
- Submits monthly, trimestral, and year-end reports to the OSA Dean
- Regularly attends office meetings and other meetings that may be called by the OSA Dean
Head, Student Publications Office

Function: Supervises the operations of the Student Publications Office and the Yearbook

Relationships:

  Appointed by:  OSA Dean
  Reports to:    OSA Dean
  Convenes:     SPU editors/staffers

Duties and responsibilities:

- Determines achievable and well-defined goals and objectives for the SPU
- Formulates plans and programs for the SPU
- Develops sound and systematic office guidelines and procedures
- Anticipates the needs of the SPU and plans accordingly
- Inspires confidence and teamwork with and among students and coworkers
- Coordinates all plans and SPU-related activities with the OSA Dean
- Attends and participates in all OSA meetings
- Prepares/approves the budget of the SPU
- Establishes linkages and networks with the different College units to ensure that the SPU is informed of all College-related activities
- Ensures the quality of output by supervising the production process: photography, illustrations, layout, press work, et cetera
- Edits materials submitted by students/student organizations (posters, text for streamers/banners, flyers) for posting inside the College
- Acts as the adviser for all student publications: The Benildean, Karilyon (Filipino magazine), Shades of Gray (literary folio), Ablaze (sports special), Horizons (design folio), Dekunstrukt (photo folio), a features magazine, a fashion magazine, and other special issues
- Provides creative and technical support to all student publications
- Conducts relevant training seminars/workshops to teach students in the various aspects of print production
- Supervises the selection and recruitment of student staff and editors
- Supervises the evaluation and resulting scholarship privileges of the student staff and editors
- Acts as a consultant to the minor student publications of recognized student organizations
- Assists in the formulation of guidelines in the Student Handbook related to student publications

Head, Lasallian Ministry Office

Function: Plans, organizes, implements, supervises and evaluates the general program of the Lasallian Ministry Office for the realization of a College that is rooted in faith, as exemplified by the values of Saint John Baptist de la Salle and Saint Benilde, in light of the Gospel and Benildean Core Values

Relationships:

  Appointed by:  President; recommended by the Executive Vice President
  Reports to:    OSA Dean
  Supervises:    LMO-Taft and AKIC coordinators

Duties and responsibilities:

- Supervises and evaluates the Liturgical and Paraliturgical programs, the Paglalakbay Program, the Lasallian
Formation Retreat Seminars for faculty and staff, the LMO Student Ministry Formation Program, the Awareness Program on Moral Issues, and the Christ Awareness and Vocation Program

- Plans, facilitates, and evaluates the integration of LMO programs within the formal curriculum, in coordination with concerned parties
- Initiates and recommends structures, policies, procedures, and guidelines that would facilitate the processing and delivery of LMO programs and services
- Serves as overall lead facilitator in all Lasallian Formation sessions
- Facilitates the ongoing formation of Lasallian module facilitators and LMO staff
- Coordinates with the District Lasallian Family Office
- Evaluates the Lasallian Formation Program, and recommends revisions/new programs
- Prepares and recommends the LMO budget for each school year
- Holds regular LMO staff meetings
- Prepares and submits monthly, trimestral, and year-end status, planning, and evaluation reports of LMO activities to the OSA Dean
- Attends regular OSA meetings and other meetings that may be called by the OSA Dean
- Performs other duties and responsibilities related to and/or implied from the aforementioned

Head, Office of Culture and Arts

Function: Plans, directs, and coordinates the cultural and performing arts program of the College through the Office of Culture and Arts

Relationships:

- Appointed by: OSA Dean; recommended by the Executive Vice President
- Reports to: OSA Dean
- Supervises: Performing Arts Coordinator
- Production Manager

Duties and responsibilities:

- Sets up programs that ensure the development of the resident company artists and increase the cultural awareness of the College community
- Forms and implements short- and long-term plans that will sustain the cultural programs of the College
- Researches, analyzes, and monitors the financial and technical operations of office events/projects/training programs to ensure their effective control
- Plans and oversees the promotional and marketing strategy of office programs to generate external support from industry entities
- Recommends scholarship grants to artist members based on performance evaluations
- Develops pricing strategies and monitors the sales of shows outsourced to external groups
- Works with the artist trainers/coordinators/students to ascertain effective operation
- Evaluates the performance of program coordinator/trainers/artists to make sure performance output is achieved
- Monitors international educational and training trends to determine appropriate framework designs for such in the context of the OCA
- Establishes local and international linkages to expand the cultural exchange program
- Develops and implements the strategic operation plans of the OCA in a manner that is aligned with the College’s institutional goals
- Establishes program links with the School of Design and Arts and the cultural arts offices of other De La Salle University System institutions
- Cultivates a nurturing organizational environment to ensure proper Lasallian/Benildean value formation
- Prepares the monthly performance report of the OCA
- Manages the pool of coordinator and artist trainers supervising the resident performing artist companies and office programs
- Recruits, hires, trains, and evaluates the program coordinators, staff, and artist trainers for the resident artist companies
- Resolves conflicts and issues that may arise in the OCA to improve performance output
- Writes grant proposals, reports, and program documentation as needed

**Head, Office of Student Behavior**

*Function:* Supervises the operations of the Office of Student Behavior in accordance with the College rules and regulations applicable to students

*Relationships:*

- **Appointed by:** Executive Vice President
- **Reports to:** OSA Dean
- **Supervises:** Deputy OSB Head, Discipline Officers, OSB Formation Team
- **Member of:** Task Force Safe School

*Duties and responsibilities:*

- Oversees the daily operations of the OSB
- Formulates strategies for the effective implementation of programs and disciplinary policies in the College
- Develops processes to facilitate the delivery of OSB services
- Reviews and recommends to the PMDO and OSA Dean matters concerning recruitment, hiring, promotions, and permanency/severance of discipline officers and staff
- Oversees the orientation, training, and performance evaluation of discipline officers
- Resolves disciplinary cases in accordance with existing policies
- Conducts investigations on disciplinary cases
- Acts as the prosecutor in Discipline Board Hearings as cases may warrant
- Mediates conflicts arising from disciplinary issues between/among students
- Handles case conferences with parents and students
- Promotes the formation and development of students according to Christian ethics
- Designs, develops, and implements the Discipline Formation Program
- Oversees the daily operations of the Discipline Formation Unit
- Supervises and evaluates the Discipline Formation Officer
- Coordinates with the LMO and SAO as a member of the OSA Formation Team
- Coordinates with the CCS for programs and modules relative to character development and student behavior
- Refers to the CCS cases that may need professional psychiatric attention
- Designs, implements, and evaluates programs and strategies that ensure peace and order on campus and in its immediate vicinity
- Coordinates with offices and various agencies relating to College discipline
- Establishes linkages with various agencies in connection with campus discipline
- Establishes linkages with other establishments near or around the campus in connection with general peace and order
- Represents the OSB in Task Force Safe School meetings
- Prepares and submits evaluations and reports to the OSA Dean
- Performs other duties and responsibilities related to and implied from the aforementioned job functions

**Head, Social Action Office**

*Function:* Supervises the operations of SAO programs and oversees the implementation of all activities and services, ensuring their alignment with College’s overall thrusts
Relationships:

Appointed by: OSA Dean

Reports to: OSA Dean

Supervises: Coordinator, Curriculum Integration Program
Coordinator, Advocacy and Pagbabahagi Program
Coordinator, Lasallian Formation and Service Program
Coordinator, Community Development Program
Coordinator, Partnership Outreach and Service Program

Convenes: BSDRC Project Management Council
College Social Action Advisory Committee

Member of: System Committee on Social Action
Hiring/Promotions/Renewal/Permanency Board
Lasallian Formation Team

Duties and responsibilities:

- Coordinates, supervises, and evaluates the program coordinators of the SAO
- Oversees the implementation of office/unit programs and services
- Designs and recommends structures, policies, procedures, and guidelines that would improve processes
  and the delivery of office programs and services
- Plans, supervises, and evaluates the Business Skills Development Resource Center - Micro Finance
  Project in Lumban, Laguna
- Plans, supervises and evaluates the College’s Community Based Program, the General Formation Program,
  the Community Service Program, the Summer of Service (SOS) Program, the Lasallian Formation
  and Service Program (LFSP), the Student Outreach Assistance Program (SOAP), Pagbabahagi, the
  College Sectoral Involvement Program, and the NSTP - Civic Welfare Training Service
- Plans, implements, and evaluates possible developmental sessions for People’s Organizations (PO),
  Non-Government Organizations (NGO), Government Organizations (GO) and other marginalized
  sectors or communities
- Conducts assessments and evaluations of the performance of coordinators, project staff, and NSTP
  facilitators for renewal/rehiring, promotion, and reclassification
- Plans, coordinates, and evaluates the integration of Social Action Programs within the formal curriculum in
  coordination with concerned parties
- Plans, coordinates, and evaluates the implementation of all activities or undertakings in relation to social
  awareness and action
- Makes himself/herself available for consultations with College sectors on matters or activities related to
  social development work and extension services
- Conducts session on social consciousness and responsibility
- Handles PAASCU accreditation documents and reports
- Represents the SAO at any meeting and/or activity within and outside of the College
- Sits in committees convened by the System and/or District
- Prepares and recommends for approval the office budget for each school year

Head, Sports Development Office

Function: Ensures that a comprehensive Sports Development Program is deeply in place to facilitate the development
of sports competence among DLS-CSB Student-Athletes, and makes provisions for a support system that shall address the various needs and concerns of the athletes

Relationships:

Appointed by: President; recommended by the Executive Vice President and OSA Dean
Reports to: OSA Dean

Supervises: SDO Staff
- Coaches
- Student-Athletes

Convenes: Coaches’ Meeting
- Athletes’ General Assembly

Duties and responsibilities:
- Directs and coordinates the functions related to varsity sports, values formation, and programs on sports awareness and involvement within and outside the College
- Formulates policies and guidelines on the effective implementation of SDO programs and services
- Prioritizes, recommends, and administers the office budget
- Establishes and maintains relevant linkages with other institutions and organizations
- Recruits, screens, and hires College varsity team coaches
- Evaluates the hired coaches and their assistants/staff
- Supervises the implementation of policies and procedures for coaches and athletes
- Approves the list of athletes granted subsidies every term, copies of which are furnished to the Students Grants Office
- Sets out marketing plans for the SDO
- Approves requests for equipment, uniforms, and other varsity team supplies
- Supervises the performance of the Sports Operations Coordinator, the Sports Activities Officer (external and internal affairs), and the Varsity Formator
- Holds regular meetings with staff, coaches and other athlete representatives
- Submits periodic reports to the OSA Dean
- Identifies sources for financial support in coordination with the Sports Operations Coordinator and the Sports Activities Officer
- Attends to and addresses the concerns of the varsity athletes in consultation with the Sports Operations Coordinator and the Varsity Formator
- Represents the College in official sports gatherings and meetings
- Performs other duties and responsibilities analogous, germane, related to, and implied from the abovementioned job functions

Student Formator, Student Involvement Unit

Function: Assists in the planning, development, implementation, and assessment of student activities, maximizing the effectiveness of all student organizations and enhancing student involvement in extracurricular activities

Relationships:
Appointed by: OSA Dean; recommended by the Vice President for Academics

Reports to: OSA Dean

Supervises: Student Organizations
- Student Governance
- Student Volunteers

Convenes: President’s Council
- Committee on Student Parties
- Committee on Student Involvement
- Council of Presidents
- Student Organizations
- Student Council
Student Forum

Member of: Student Activities Formation Team

Duties and responsibilities:

- Supervises, coordinates, and evaluates the recognized student organizations of the College
- Assists the OSA Dean in the implementation of the Student Involvement Program
- Supervises the formulation and implementation of the policies and procedures in the Student Involvement Manual
- Conducts consultation meetings with student organizations
- Undertakes measures that would enhance the effectiveness of the SIU in program development and implementation
- Plans, proposes, implements, and evaluates an incentive program for student leaders
- Handles the recognition of all the student organizations and parties
- Handles the accreditation of recognized student organizations/parties under CoPs/COMELEC-Committee on Student Parties
- Develops and implements the Advisers' Orientation Seminar and ensures the active participation of all the Advisers through regular meetings
- Recommends the approval of all project proposals of student government/organizations
- Handles the programs recognizing outstanding accomplishments of students/organizations
- Manages Student Recruitment Week and FROSH Solidarity Night
- Submits monthly, trimestral, and year-end reports to the OSA Dean
- Performs other duties and responsibilities related to and/or implied from the abovementioned job functions
- Stands as the adviser of the Student Council, the Student Forum, the Council of Presidents, and the COMELEC-Committee on Student Parties
- Prepares and recommends the budget of the SIU to the Dean
- Recommends the budget of student government, councils, and organizations
- Maintains linkages involving student activities
- Attends OSA meetings and other meetings called by the Dean
- Exercises other duties/responsibilities as provided for in the Student Involvement Manual

Coordinator, International Students Unit

Function: Provides information and gives support to foreign students in order to foster and facilitate international and cross-cultural experiences

Relationships:

Appointed by: OSA Dean; recommended by the Vice President for Academics
Reports to: OSA Dean
Supervises: International students
Convenes: Counselors

Duties and responsibilities:

- Provides assistance to international students in meeting Philippine immigration regulations, dealing with such matters as maintaining lawful status, extensions of stay, and transfers to Schools/programs
- Coordinates with social support services and counseling experts to assist foreign students with personal, academic, social, and acculturation issues
- Designs, develops, and delivers programs and services to facilitate the entry, retention, and graduation of foreign students
- Manages the conduct of cultural trips and cultural nights for foreign students
- Schedules tutorial services for English and Filipino
- Submits regular reports to the Dean
- Conducts regular meetings with foreign students and their parents/guardians
- Recommends the approval of projects, programs and activities of ISU volunteers
- Prepares and recommends the budget of the ISU to the Dean
- Establishes linkages to foster and facilitate international and cross-cultural experiences
- Attends OSA meetings and other meetings called by the Dean
- Performs other duties and responsibilities as needed
Units under the Assistant Vice President
Office of the Registrar
The Office of the Registrar is deeply involved in the main purpose of students in coming to De La Salle-College of Saint Benilde: to obtain a degree in their preferred course. It is directly responsible for maintaining all academic records, grades, programs, and graduation honors received by current and former students of DLS-CSB.

Keeping track of student progress towards the completion of programs, and ensuring that all requirements are met, fall under its duties and responsibilities. Taking charge of classroom scheduling and similar tasks is handled by it as well. It ensures the accuracy, confidentiality, security and completeness of all student records.

The Office of the Registrar also assists in ensuring that the required number of class hours are met by faculty and students alike through the preparation of the school year calendar and the monitoring of contact hours.
Registrar

Function: Oversees the processing, storage and security of the records of all students in the College

Relationships:

Appointed by: Executive Vice President
Reports to: Assistant Vice President for Learning and Information Services and Systems
Supervises: Office of the Registrar Staff
Convenes: Office of the Registrar Staff meetings
Online enlistment / enrollment meetings
Member of: Academic Services Council
Curriculum Task Force

Duties and Responsibilities:

- Assists in the formulation and enforcement of policies for the realization of the general and specific objectives of the institution
- Enforces school regulations regarding entrance requirements, subjects sequence, graduation, suspension or dismissal of students and other disciplinary measures
- Assists in the preparation of bulletins, catalogues, brochures, the school calendar and other announcements
- Consolidates and submits the schedule of classes for each term prepared by heads of academic departments
- Determines course requirements, transfers, graduation and other matters pertaining to student accounting
- Assists in the revision of the various curricula to ensure compliance with CHED and TESDA requirements
- Disseminates information on new rules and regulations or requirements
- Synchronizes activities with the programs of the Schools
- Attends to the prompt compliance with requests for records and other information
- Issues certificates, grades, records, release or transfer certificates, clearances and diplomas
- Receives, processes, and dispatches records or transcripts of record of both inactive and active students
- Keeps an up-to-date roster of graduates and other statistical data related to the functions the office
- Ascertains compliance of requirements including removal of incomplete grades
- Recommends for approval by the Department of Education, Culture and Sports matters regarding students’ cross-registration with overload and admission of foreign students
- Evaluates subjects and credits earned in other schools, and determines the year placement of irregular students
- Recommends to the Department of Education, Culture and Sports candidates for graduation
- Controls the flow, safety and security of files and records
- Supervises the accounting, classifying, indexing, filing and storing of active and inactive records or files
- Enforces graduation requirements
Student Grants Unit
(SGU)
The Student Grants Unit (SGU) implements and monitors the financial assistance program of the College that mostly come in the form of partial or full tuition waivers, grants, loan and payment programs, and student assistantship.
Head

Function: Administers the College's financial assistance program by implementing the policies, regulations, and procedures formulated by the Student Grants Committee

Relationships:

- Appointed by: President; recommended by the Executive Vice President
- Reports to: Assistant Vice President for Learning and Information Services and Systems
- Chairs: Student Grants Committee

Duties and Responsibilities:

- Designs, plans and periodically evaluates programs for the SGU
- Monitors SGU programs and their implementation
- Determines available scholarship slots for Athletic, OCA, MCO, SPG-B and SPG-Y grantees
- Prepares information materials regarding various scholarships/grants
- Computes the subsidy, penalty, token fee and/or refund of each grantee every term
- Formulates and reviews guidelines concerning grants and processes for the claiming of grants
- Ensures the efficient monitoring of the academic performance of grantees
- Ascertains that grantees abide by the retention policies set by the Student Grants Committee
- Maintains records on grants and grantees
- Decides on requests for extension or reinstatement of grant by grantees
- Conducts interviews of applicants to the BASAP, Deaf and PSID grants
- Coordinates with the director of the Admissions Center on the admission of Athletic Recruits, BEST and SDA grantees and Entrance Academic Scholars
- Coordinates with the SDEAS director on admission and orientation of incoming freshman Deaf students
- Liaisons with the Artistic Director/coordinator of Ballet Philippines for the CCP grant recommendees, with the Philippine School for Interior Design for the PSID grant applicants and with the Adjutant General of the AFP for the beneficiaries under the PD 577 and PD 1687 as necessary
- Formulates policies governing the Student Loans Program, screens applicants and approves loan requests
- Formulates work policies for student assistants in coordination with PMDO and coordinates with concerned departments regarding implementation
- Recommends student assistants to the offices within the College, signs their time sheets and approves their request for allowances
- Periodically provides the Student Grants Committee members and other concerned offices with relevant information on scholarships/grants and grantees every term or every school year
- Prepares contracts for BASAP, BEST, BPSP, Deaf, PSID, SDA, SOFA grantees, Entrance Academic Scholars and Athletic Recruits
- Issues Letters of Qualification (LOQ) to the grantee and sends letters of suspension or termination of grant to parents and grantees
- Provides an orientation program for grantees/scholars as may be deemed necessary
Admissions Center
The Admissions Center is a service unit committed to the recruitment, unbiased screening and admission of applicants for the College's degree programs. It supports the College's mission of values formation and service. It forms/supports linkages with other offices/units/centers and institutions to generate support for the College's goals and programs. It shares available resources to internal stakeholders in order to assist in the planning of curricula and instruction as well as center/office programs.

In pursuing its mission the Admissions Center seeks to be ethical and moral, Christian in ideals, and just.
Admissions Director

Function: Plans and implements the student recruitment and admission program for the College

Relationships:

- Appointed by: President; recommended by the Executive Vice President
- Reports to: Assistant Vice President for Learning and Information Services and Systems
- Supervises: Admissions Center staff
- Convenes: Admissions Committee
- Member of: Learning and Information Systems and Services (LISS) Council
  Student Grants Unit Committee

Duties and Responsibilities:

- Establishes operational plans and procedures to accomplish the goals of the Center
- Initiates policies, procedures, and activities for the College Entrance Result Monitoring (CERM)
- Initiates statistical analyses of admission data for evaluation and planning purposes
- Organizes, conducts, and monitors the student recruitment and admissions program of the College
- Evaluates freshman applications and makes the final selection according to the guidelines approved by the Admissions Committee
- Networks with the DLS-CSB Deans/Chairpersons/Program Coordinators, and Center Directors; and the Admission Officers of the DLSU System, and the feeder high school guidance counselors/administrators
- Represents the College together with an ad hoc admission speakers bureau during school visits, speaks to high school seniors about the College’s philosophy, program offerings, teaching methodologies and application policies and procedures
- Screens transfer applications and refers them, if necessary, to the appropriate Deans/Chairpersons/Coordinators for further evaluation
- Screens application for reconsideration of freshman and transfer applicants and refers them to the Deans/CCS Director for further evaluation
- Prepares and presents admission policies and guidelines to the Admissions Committee for approval
- Provides the Admissions Committee and task forces (where applicable) or administrators with applicants’ profile pertinent to screening for admission and grants and cut-off score decisions
- Supervises the design, printing, and dissemination of all informational materials produced by the Center
- Prepares the applicants’ status notification letters
- Consults with the Student Grants Unit (SGU) head on matters pertaining to student financial aid issues
- Coordinates the scheduling of the College Entrance Examination with the Director of the Center for Learning and Performance Assessment (CLPA)
- Monitors admission statistics on new enrollees
- Prepares, recommends, and administers the budget of the Center
- Produces and directs the dissemination of flyers on policies and procedures pertinent to application, confirmation and enrollment of freshman and transfer applicants
- Monitors and evaluates staff performance
- Recommends action on Center personnel matters such as recruitment, hiring, promotion, and termination
- Provides the Assistant Vice President with periodic reports of the Center’s operation.
- Initiates the preparation of service requisitions from the ITC of the DLSU-M pertinent to the IT requirement of the CERM
Center for Learning and Performance Assessment (CLPA)
The Center for Learning and Performance Assessment (CLPA) is responsible for gathering and analyzing data associated with institutional effectiveness and for making the results of these analyses available and appropriate.

The center conducts series of surveys, reports and special studies at the request of the administration, academic departments or other offices/centers/units. It likewise handles the publication of Learning Edge, DLS-CSB’s official academic journal; provides support to the academic departments as they conduct their own assessment plans; administers campus-wide testing (e.g., admissions, shifting, employment); and administers academic and non-academic performance evaluation.
**Director**

*Function:* Ensures the efficient and smooth implementation of tasks related to institutional evaluation, testing and research within the College

*Relationships:*

- **Appointed by:** Executive Vice President in consultation with the Assistant Vice President
- **Reports to:** Assistant Vice President for Learning and Information Services and Systems
- **Supervises:** Unit Heads and Coordinators  
  Senior and Junior Administrative Assistants  
  Testing/Research/Evaluation Clerks  
  Agency-hired personnel
- **Convenes:** Monthly CLPA staff meetings
- **Member of:** Learning and Information Systems and Services Council  
  Admissions Committee  
  BASAP Committee  
  Athletic Grants Committee  
  Learning Edge Editorial Board  
  Hiring, Promotion, Permanency Boards

*Duties and Responsibilities:*

- Designs the CLPA programs and activities in consultation with and approval of the Assistant Vice President for Learning and Information Systems and Services
- Exercises overall supervision of the CLPA programs/services/functions and oversees its implementation to ensure realization of goals
- Collaborates with the Unit Heads in the design, planning and management of institutional assessment and research through policies, instruments and measures
- Coordinates with key administrators, faculty and other offices regarding programs/special projects/activities
- Serves as the Executive Editor of the *Learning Edge*
- Prepares, in coordination with the CLPA Unit Heads: communication/correspondence to the DLS-CSB community and other sectors outside the College, the proposed CLPA Annual/Revised Budget, CLPA Annual Operational Plans and the Trimestral CLPA Accomplishment Report
- Supervises the disbursement of the CLPA's approved budget
- Reviews and recommends to the proper unit/office such actions as recruitment, promotions, permanency and severance of CLPA personnel in consultation with and approval of the Assistant Vice President for Learning and Information Systems and Services

**Head, Testing Unit**

*Function:* Ensures the efficient and smooth implementation of tasks related to institutional testing

*Relationships:*

- **Appointed by:** Executive Vice President in consultation with the Assistant Vice President and CLPA Director
- **Reports to:** CLPA Director
- **Supervises:** Testing Coordinator  
  Junior Administrative Assistant  
  Testing Clerks  
  Agency-hired Testing Clerks
Duties and responsibilities:

- In consultation with the CLPA Director, formulates the following:
  + testing plans and programs for the Unit
  + achievable and well-defined goals/objectives for the Testing Unit
  + sound and systematic office guidelines and procedures
  + foresight and vision in anticipating the future needs and development of the Testing Unit
- Leads the conceptualization/design, planning, and management of institutional assessment
- Oversees the implementation of the following testing activities:
  + test administration
  + scoring
  + test interpretation
  + dissemination of test results
- Undertakes test development research as well as development of local norms
- Manages and supervises the regular updates of the Unit’s information system
- Prepares the following:
  + assessment reports for academic and non-academic personnel applicants
  + communications/correspondences to different schools/centers/offices/units
  + annual budget of the Unit in coordination with the testing personnel, along with supervision over disbursements from the approved budget
  + annual operational plans of the Unit
  + monthly accomplishment reports of the Unit
  + trimestral testing activities
  + communication with testing agencies local and abroad
- Supervises the Testing personnel
- Handles the recruitment of the Testing personnel
- Conducts periodic orientations for examiners and proctors of the College entrance test
- Performs other administrative functions for general work processes

Head, Research Unit

Function: Ensures the effective and efficient planning, development, and implementation of tasks related to institutional/special research projects

Relationships:

Appointed by: Executive Vice President in consultation with the Assistant Vice President and CLPA Director

Reports to: CLPA Director

Supervises: Assistant Research Coordinator
Research Clerks
Agency-hired Research Clerks

Member of: Learning Edge Editorial Board

Duties and responsibilities:

- In consultation with the CLPA Director, establishes the following:
  + research plans and programs for the Unit
  + achievable and well-defined goals/objectives for the Unit
  + sound and systematic office guidelines and procedures
  + foresight and vision in anticipating the future needs and development of the Research Unit
- Leads in the conceptualization/design, planning, and management of institutional/special research projects
- Oversees the implementation of the specific tasks and activities related to institutional/special research projects:
  + preparation of research proposals
  + development of survey instruments
  + scheduling of instrument administration
+ supervision of research staff in the administration of instruments
+ data gathering and processing
+ write-ups of research reports
+ research dissemination
- Reviews manuscripts for the Learning Edge
- Handles the recruitment of the Research Staff
- Prepares the following:
  + communication for the Learning Edge contributors and editorial consultants
  + communication/correspondences to the different schools/centers/offices/units
  + annual budget of the Unit in coordination with the research staff, along with supervision over disbursements from the approved budget
  + Annual operational plans of the Unit
  + Monthly accomplishment reports and performance targets of the Unit
  + Term-end accomplishment reports of the Unit
- Publicizes services offered by the Research Unit
- Provides research consultancy to thesis writers, advisers, panelists, and faculty researchers as their needs arise
- Performs other administrative functions for general work processes

**Head, Evaluation Unit**

*Function:* Ensures the efficient and smooth implementation of tasks related to institutional evaluation of academic and non-academic College personnel as well as student programs and services

*Relationships:*

- **Appointed by:** Executive Vice President in consultation with the Assistant Vice President and CLPA Director
- **Reports to:** CLPA Director
- **Supervises:** Senior Administrative Assistant
  - Evaluation Clerks
  - Agency-hired Evaluation Clerks

*Duties and responsibilities:*

- In consultation with the CLPA Director, formulates the following:
  + evaluation plans and programs for the Unit
  + achievable and well-defined goals/objectives for the Evaluation Unit
  + sound and systematic office guidelines and procedures
  + foresight and vision in anticipating the future needs and development of the Evaluation Unit
- Leads conceptualization/design, planning, and management of institutional evaluation
- Oversees the implementation of the following specific tasks and activities related to institutional evaluation:
  + preparation of evaluation materials
  + administration of evaluation instruments
  + data processing
  + preparation of evaluation results
  + dissemination of evaluation results
- Regularly undertakes the review of evaluation instruments and revises/develops them when necessary
- Undertakes reliability and validation studies of evaluation instruments
- Supervision of the Evaluation staff
- Manages and regularly updates the information systems of the Unit
- Conducts periodic orientations for the Evaluation staff
- Attends to inquiries regarding evaluation policies, guidelines, and activities
- Handles the recruitment of the Evaluation staff
- Prepares the following:
  + communications/correspondences to the different schools/centers/offices/units
  + annual budget of the Unit in coordination with the research staff, along with supervision over
- Disbursements from the approved budget
- Annual operational plans of the Unit
- Monthly accomplishment reports of the Unit
- Trimestral evaluation activities
- Periodic profiles, summaries, and trend analysis reports
- Performs other administrative functions for general work processes
Academic and Communications Technologies Center (ACTC)
The Academic and Communications Technologies Center (ACTC) mission is to develop and apply innovative academic, computing, and communications technologies that support academic change, personnel efficiency, and administrative decisions, and to enhance all users’ ability to perform their own mission.

The ACTC is the provider of the central academic and communications technologies services of DLS-CSB. The primary areas of responsibility are: the College computer network infrastructure, datacenter management, the College data communications system, the College-wide computing systems, the ACTC student computing laboratories, the computer technology in classrooms, and the campus information technology Help Desk.

The ACTC’s service mandate includes the planning, development, acquisition, and operation of institutional academic technologies, networking and telecommunications infrastructure, support, and services.
**Director**

*Function:* Is responsible for the overall supervision and development of the services and resources provided by the Academic and Communications Technologies Center

*Relationships:*

- **Appointed by:** President
- **Reports to:** Assistant Vice President for Learning and Information Services and Systems
- **Supervises:**
  - Head, Computer Laboratories Unit
  - Head, Network and Systems Infrastructure Unit
  - Head, Technical Support Unit
  - Secretary
- **Convenes:** ACTC Management Committee
- **Member of:** LISS Council

*Duties and Responsibilities:*

- Maintains collaborative relationships with the executives and other managers in order to align plans and activities concerning the information, communications and technology requirements of the College
- Reviews and develops the work processes within the ACTC
- Monitors technological developments that may be of use to the College
- Recommends or introduces information, communications and technology solutions that will contribute to the effectiveness and efficiency of the College
- Leads the creation, updating and monitoring of plans and objectives of ACTC
- Leads compliance with regulatory and legal requirements in ICT
- Assigns work and monitors the performance of ACTC unit heads
- Endorses hiring and promotion of ACTC personnel
- Seeks opportunities for and provides ACTC personnel with support for professional development
- Monitors and manages the utilization of the Office of the Director’s budget
- Reviews, consolidates and endorses budget requirements for operational activities and developmental projects of ACTC
- Provides information regarding ACTC resources and services for decision making and analysis

**Head, Computer Laboratories Unit**

*Function:* Manages the design, development, administration, and maintenance of the computer laboratories as well as the provision of technical support

*Relationships:*

- **Appointed by:** Executive Vice President
- **Reports to:** Director
- **Supervises:**
  - Technical Support Analyst
  - Technical Support Staff
  - Student Assistant
- **Member of:** ACTC Management Committee
**Duties and responsibilities:**

- Maintains collaborative relationships with the users and support units, specifically the Schools who utilize the computer labs for their classes, the General Administrative Services Office, and the vendors/suppliers who take part in the creation and development of the computer laboratories
- Reviews feedback on computer laboratory effectiveness and organizes feasible measures to address requirements
- Recommends equipment/facilities, hardware and software needed in the computer laboratories
- Develops, reviews, recommends, and implements policies and procedures for the computer laboratories
- Endorses the hiring, promotion, or renewal of computer laboratory personnel
- Assigns and monitors the workload and performance of computer laboratory personnel
- Facilitates the resolution of issues and concerns that may affect personnel performance
- Monitors and manages the utilization of the Computer Laboratories Unit budget
- Determines, proposes, and allocates budget requirements for operational activities and developmental projects
- Provides information regarding computer laboratories for decision making and analysis

**Head, Technical Support Unit**

**Function:** Manages the operations and development of technology resources and services utilized directly by end-users, as well as the provision of first level technical support for requests, inquiries, issues, incidents, or problems regarding ACTC technology resources and services

**Relationships:**

- Appointed by: Executive Vice President
- Reports to: Director
- Supervises: Technical Support Analysts
  - Technical Support Staff
- Member of: ACTC Management Committee

**Duties and responsibilities:**

- Maintains collaborative relationships with the users and support units, specifically the College units and individuals that use the College's IT resources, the General Administrative Services Office, and the vendors/suppliers who take part in the creation and development of technology resources and services
- Reviews feedback on technical support services and facilities' effectiveness, and organizes feasible measures to address requirements
- Recommends equipment/facilities, hardware, and software needed in the offices and common areas
- Develops, reviews, recommends, and implements policies and procedures for the use of office ICT facilities
- Endorses the hiring, promotion, or renewal of technical support personnel
- Assigns and monitors the workload and performance of technical support personnel
- Facilitates the resolution of issues and concerns that may affect personnel performance
- Monitors and manages the utilization of the Technical Support Unit budget
- Determines, proposes, and allocates budget requirements for operational activities and developmental projects
- Provides information regarding office information and communications technologies for decision making and analysis

**Head, Network and Systems Infrastructure Unit**

**Function:** Manages the operations and development of the computer network and systems infrastructure of the College, as well as the provision of second level technical support for network and systems infrastructure issues, incidents or problems
Relationships:

Appointed by: Executive Vice President
Reports to: Director
Supervises: Application Systems Administrator
Network Systems Administrator
Member of: ACTC Management Committee

Duties and responsibilities:

- Maintains collaborative relationships with the users and support units, specifically the Schools, Centers and the General Administrative Services Office, as well as the vendors/suppliers who take part in the creation and development of network and systems infrastructure and services.
- Reviews infrastructure performance and organize measures to address deviations from normal performance.
- Manages the network infrastructure planning, design, and configuration, and recommends network and infrastructure system solutions.
- Develops, reviews, recommends, and implements policies and procedures for the use of office ICT facilities.
- Endorses the hiring, promotion, or renewal of systems administrators.
- Assigns and monitors the workload and performance of systems administrators.
- Facilitates resolution of issues and concerns that may affect personnel’s performance.
- Monitors and manages the utilization of the Network and Infrastructure Systems Unit budget.
- Determines, proposes, and allocates the budget requirements for operational activities and developmental projects.
- Provides information regarding network and infrastructure systems for decision making and analysis.
Information Services Unit
(ISU)
Information Systems Unit
(ISU)

The Information Systems Unit (ISU) is responsible for the management and development of DLS-CSB’s information systems and software applications. The group is composed of young, dedicated and aggressive IT professionals who aim to provide their services for the betterment of the College’s information systems infrastructure.
Head

Function: Manages the development and maintenance of College information systems

Relationships:

Appointed by: Executive Vice President in consultation with the Assistant Vice President
Reports to: Assistant Vice President for Learning and Information Services and Systems
Supervises: Project Coordinator/Software Architect
Business/Systems Analysts
Solutions Developers
Database Administrators

Member of: Learning and Information Systems and Services Council

Duties and Responsibilities:

- Administers the development, implementation and maintenance of information systems
- Prepares and monitors the budget allocation for the units and provisions of information systems
- Administers/maintains policies and procedures in the use of information systems
- Supervises the maintenance of inventory and documentation
- Plans and monitors the schedule of resources to ensure effective and efficient delivery of information systems
- Coordinates with the other units of the College to ensure understanding of end-user information systems requirements
- Provides regular management of information systems
- Monitors adherence of information systems providers to contracts and obligations
- Coordinates with the Purchasing Office and information systems providers regarding evaluation and purchase of information systems
- Conducts feasibility studies and economic analyses designed to improve the effectiveness and efficiency of information systems
- Performs other duties and responsibilities analogous, germane or related to and/or implied by the abovementioned functions
Br. Fidelis Leddy
Learning Resource Center
(LRC)
The Bro. Fidelis Leddy Learning Resource Center (LRC) is a multimedia center that supports the unique educational philosophy of De La Salle-College of Saint Benilde. Its resources vary widely in format, from conventional printed materials such as books and periodicals, to newer forms of storage media like videotapes, cassettes, transparencies, and compact discs.
Director

*Function*: Is responsible for the administration, planning, and development of library programs, projects, resources, and services

*Relationships:*

- **Appointed by**: Executive Vice President
- **Reports to**: Assistant Vice President for Learning and Information Services and Systems

*Duties and Responsibilities:*

- Supports the curricular needs of the College by providing library and information services
- Formulates and enforces library regulations concerning the use, management, and maintenance of library materials
- Recommends, administers and monitors the Center's budget
- Provides professional staff development opportunities
- Disseminates to the schools concerned new library acquisitions.
- Convenes the College/School Library Committees at least once a term
- Establishes and maintains relevant institutional linkages
- Submits accomplishment reports to the Assistant Vice President