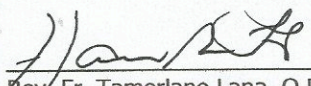


Policy No:	ADM-POL-ORP-0001
Policy Title:	Policies in Assigning Officer-in-Charge
Implementation Procedure:	ADM-PROC-ORC-0001 Procedure in Assigning Officer-in-Charge
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the terms and condition in the selection and designation of Officer-in-Charge (OIC).
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Office-In-Charge (OIC) is the person authorized to serve in a position of authority on behalf of the department head who, for one reason or another, cannot report for work.</li> <li>• The department head who cannot report for work (on leave of official business) for more than three consecutive days shall recommend an OIC to act on office matters in his behalf.</li> <li>• In submitting a recommended staff for OIC, it should be understood that the assigned OIC agrees with the responsibilities given him by the department head.</li> <li>• OIC shall receive an honorarium corresponding to the number of days he has served the department.</li> <li>• In cases when an OIC is not delegated by the proper authorities, the division head shall automatically act or decide on the different concerns of the department.</li> <li>• The department head should submit a letter of recommendation addressed to the Rector and President before officially delegating an OIC.</li> <li>• The Rector and President issues an acknowledgement letter to signify the approval of the designation of the OIC.</li> <li>• The Rector and President has the sole responsibility to decide whether to approve or disapprove the recommendation without giving any reason / justification.</li> <li>• The department head should submit another staff to act as OIC in cases when the Rector and President disapproved a recommendation. The process shall repeat until the recommendation has been approved by the Rector and President.</li> </ul>
Applicability:	All Department Heads
Policy Approval Authority:	Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval	2-16-2012

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