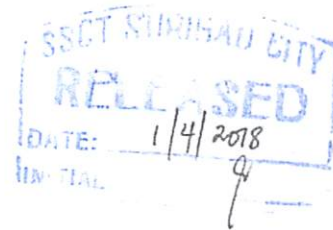




**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**OFFICE ORDER**  
No. 32 s. of 2018

To: ENGR. RITCHIE A. REYNA  
From: OFFICE OF THE PRESIDENT  
Date: JANUARY 3, 2018



Subject: DESIGNATION AS FOCAL PERSON, INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

In the exigency of the service, you are hereby designated as FOCAL PERSON, INTERNATIONAL ORGANIZATION FOR STANDARDIZATION effective today, January 3, 2018 for a period of two (2) years without prejudice for an extension of another term, if so warranted or unless otherwise revoked or terminated by this office or the Board of Trustees.

As such, you shall perform your duties and responsibilities inherent to your designation and do other related functions as may deem appropriate to the best interest of the College.

You shall be entitled to a 15-day vacation leave and 15-day sick leave credits annually.

For your information and compliance.

  
GREGORIO Z. GAMBOA, JR., EdD  
President

Conforme:

  
ENGR. RITCHIE A. REYNA  
01/05/2018

cc: VPs, Deans, CAO, HR, file

*Y*  
*Y*  
Budget - for 1.11.18

DATE RECEIVED/TIME: 1/11/18 - 2pm  
NAME/SIGNATURE: *VP Admin Staff*

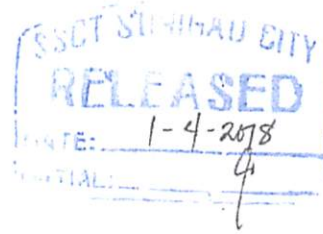
*copy per 1/11/18*  
*VP RDE for 1/12/18*  
*COA - per 1-29-18*



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**OFFICE ORDER**  
No. 21 s. of 2018

**TO:** ENGR. LEVI A. CORVERA  
**From:** OFFICE OF THE PRESIDENT  
**Date:** JANUARY 3, 2018  
**Subject:** DESIGNATION AS FOCAL PERSON, ELECTRONIC DATA PROCESSING (EDP)/MANAGEMENT INFORMATION SYSTEM (MIS)



In the exigency of the service, you are hereby designated as **FOCAL PERSON, ELECTRONIC DATA PROCESSING (EDP)/MANAGEMENT INFORMATION SYSTEM (MIS)** effective today, January 3, 2018 for a period of two (2) years without prejudice for an extension of another term, if so warranted or unless otherwise revoked or terminated by this office or the Board of Trustees.

As such, your office shall provide pool of data information of all the members of the administration, faculty, staff, and students which is to be kept for ready reference when the need arises, especially in making decisions related to personnel actions and development. This pool of information shall be updated from time to time.

You shall be entitled to a 15-day vacation leave and 15-day sick leave credits annually.

For your information and compliance.

**GREGORIO Z. GAMBOA, JR., EdD**  
President

Conforme:   
**ENGR. LEVI A. CORVERA** 1-8-2018 5:00pm

cc. VPs, Deans, CAO, HR, file

GV  
Budget - 1/11/18

DATE RECEIVED / TIME: 1/11/18 - 2pm  
NAME / SIGNATURE: JFA VP Admin Staff

Acly 1/11/18  
p2v  
VPRD 1/12/18  
act - ph 1-29-18



SURIGAO STATE COLLEGE OF TECHNOLOGY  
Surigao City

OFFICE ORDER  
No. 35 s. of 2017

To: DR. MONALEE A. DELA CERNA  
From: OFFICE OF THE PRESIDENT  
Date: DECEMBER 4, 2017  
Re: DESIGNATION AS TYPESETTER AND LAYOUT EDITOR ON THE  
ONLINE JOURNAL SYSTEM OF THE SSCT RDE OFFICE

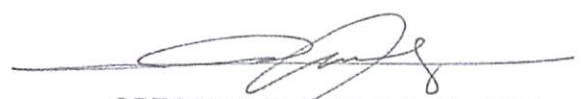
RELEASED  
DATE: 12/04/2017  
INITIAL: [Signature]

In the exigency of the service, you are hereby designated as TYPESETTER AND LAYOUT EDITOR ON THE ONLINE JOURNAL SYSTEM OF THE SSCT RDE OFFICE effective today, December 4, 2017 for a period of one (1) year unless earlier revoked without additional compensation.

- As such, you shall perform the following duties and responsibilities:
1. Acquire the typesetting skills using the LATEX open ware;
  2. Typeset the journal articles upon recommendation and approval of the managing editor or editorial board
  3. Collate the articles lined-up for one issue publication.
  4. Transform the copyedited versions of the submission into galleys in HTML, PDF, PS, etc. – files which the journal has elected to use for electronic publication
  5. Do other related functions as may deem appropriate to the best interest of the College.

You are entitled to the three (3) units teaching workload per semester.

Please be guided accordingly.

  
GREGORIO Z. GAMBOA, JR., EdD  
College President

Conforme:  
  
DR. MONALEE A. DELA CERNA

cc. Dean, OPS  
Chairs  
Budget Officer 12/10/17  
Administrative Officer

VP-ACAD - 12/10/17  
VP Admin - 12/10/17  
VP RDE - 12/10/17  
Admin - 12/10/17