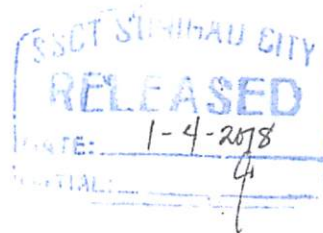




SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

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

cc. VPs, Deans, CAO, HR, file

GV
Budget - file 11.1.18

DATE RECEIVED / TIME: 1/11/18 - 2pm
NAME / SIGNATURE: HFA  VP Admin Stragg

Acely 11/1/18
p/v

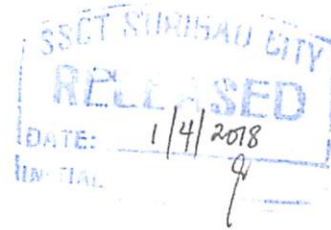
VP RDB  11/2/18
cut - file 1-29-18



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


Budget - f- 111-K

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

Recy pr 11/18
VP RDE gr 1/12/18
COA - pr 1-29-18