



"For Nation's Greater Heights"

**OFFICE OF THE PRESIDENT**

**OFFICE ORDER** No. 217, S. 2020

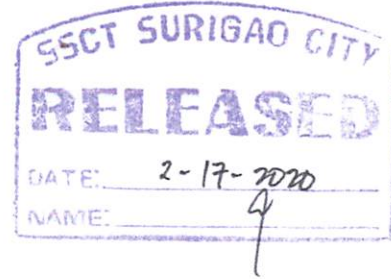
**REFERENCE NO.** : SSCT - OP - 02 -91 Series 2020

**DATE** : FEBRUARY 17, 2020

**TO** : MR. ARVIN E. MAG-USARA

**FROM** : DR. GREGORIO Z. GAMBOA, JR.

**SUBJECT** : DESIGNATION AS SYSTEM ADMINISTRATOR UNDER THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OFFICE



In the exigency of service, you are hereby designated as **SYSTEM ADMINISTRATOR UNDER THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OFFICE** effective today February 17, 2020 for a period of two (2) year unless earlier revoked without additional compensation.

**Duties and Responsibilities:**

1. Plans, supervises and directs operations for the College's computer hardware and software.
2. Supervises the hardware and software technicians;
3. Plans, organizes, directs, and coordinates the activities and operations of the unit;
4. Provides technical support to all departments in terms of both software and hardware requirements and needs;
5. Coordinates with other ICT Units in their requirements for technical servicing of their computer systems;
6. Coordinates with administrative and academic unit heads to ensure that their computer systems are well-maintained;
7. Prepares the budget and/or seeks the necessary funding for the continuing operation of the unit; and
8. Perform other functions as may be assigned by appropriate College authority.

You are entitled to a 15-day vacation leave and 15-day sick leave credits annually and receive six (6) - hour/unit faculty load credit for your services as system administrator.

Please be guided accordingly.

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

**Conforme:**

MR. ARVIN E. MAG-USARA

**Cc:**  
 VPs  
 Dean CEIT  
 Budget Officer  
 Administrative Officer