OFFICE OF THE PRESIDENT

OFFICE ORDER NO - 35 S - 2020
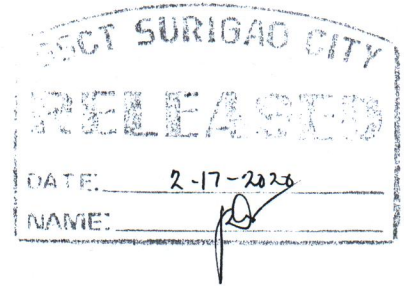
REFERENCE NO.	:	SSCT - OP – 02-12D Series 2020
DATE	:	FEBRUARY 17, 2020
TO	:	MS. JOCELYN QUITALIG
FROM	:	DR. GREGORIO Z. GAMBOA, JR.
SUBJECT	:	DESIGNATION AS LABORATORY IN-CHARGE UNDER THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)

SSCT SURIGAO CITY
RELEASED
DATE: 2-17-2020
NAME:

In the exigency of the service, you are hereby designated as **LABORATORY IN-CHARGE UNDER THE COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (CEIT)** effective today, February 17, 2020 for a period of two (2) years unless earlier revoked without additional compensation.

Duties and Responsibilities:

1. Supervision of lab equipment and facilities;
2. Keep records of equipment and lab supplies;
3. Maintain the security of the laboratory;
4. Assist students in the laboratory by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignments, If any system or technical problems arise;
5. Provide assistance such a clearing paper jams in printers and copiers, refilling ink toners and supplying paper;
6. Responsible for the cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers;
7. Prepare the computer lab schedule, provide backup of software and perform equipment repairs or arrange for repairs to be completed;
8. Responsible for the budget of the lab such as purchasing supplies and researching and purchasing replacement equipment; and
9. Perform other duties and responsibilities inherent to your designation and do other related functions as may deem appropriate to the best interest of the College.

Please be guided accordingly.

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

Conforme:

MS. JOCELYN QUITALIG

Cc: VPs
Deans, CAO
Chairs
Budget Officer
Administrative Officer
HRMO