



"For Nation's Greater Heights"

OFFICE OF THE PRESIDENT

OFFICE ORDER No. 217, S. 2020

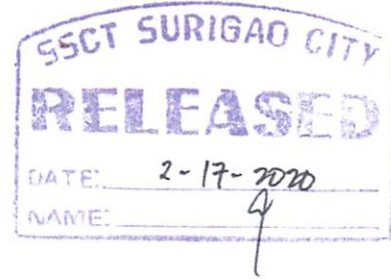
REFERENCE NO. : SSCT - OP - 02 -91 Series 2020

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



OFFICE OF THE PRESIDENT

OFFICE ORDER NO - 35 S. 2020

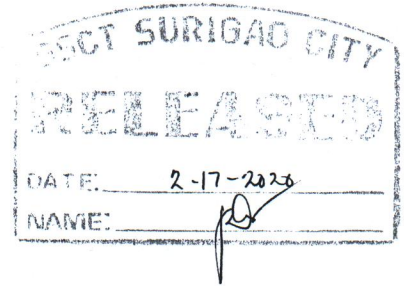
REFERENCE NO. : SSCT - OP – 02-12D Series 2020

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)



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



"For Nation's Greater Heights"

Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



OFFICE OF THE PRESIDENT

OFFICE ORDER No. 210, S. 2020

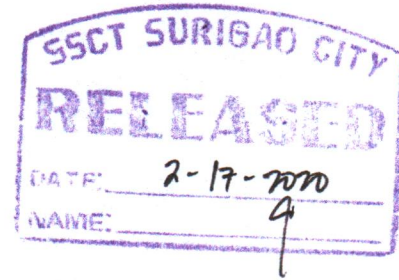
REFERENCE NO. : **SSCT - OP - 02 -74 Series 2020**

DATE : **FEBRUARY 17, 2020**

TO : **MR. RICKY T. OSORIO**
 : **MS. ROSALIA L. HUGO**

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

SUBJECT : **DESIGNATION AS IN-CHARGES FOR SCIENCE**
 : **LABORATORY**



In the exigency of the service, you are hereby designated as **IN-CHARGES FOR SCIENCE LABORATORY** effective today, February 17, 2020 for a period of two (2) years unless earlier revoked without additional compensation.

As such, you shall continue to 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 are also entitled to a 15-day vacation leave and 15-day sick leave credits annually.

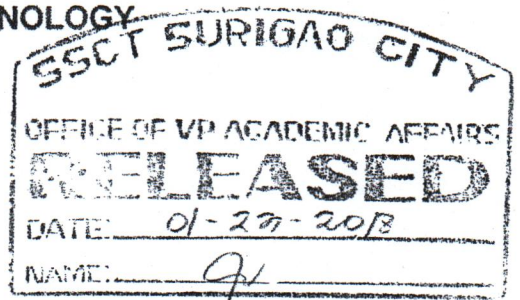
Please be guided accordingly.

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

Conforme:

MR. RICKY T. OSORIO
MS. ROSALIA L. HUGO

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



OFFICE ORDER
No. 2 s. 2018

To: MR. DAN ANTHONY U. BATAAN- Environmental Science Lab In-charge
MS. ROSALIA L. HUGO- Chemistry Laboratory Assistant In-charge
DR. LEONIELYN G. MALICAY- Biology Laboratory In-charge
MR. RICKY T. OSORIO- Physics Laboratory In-charge

From: OFFICE OF THE VP FOR ACADEMIC AFFAIRS

Date: January 22, 2018

Subject: DESIGNATION AS LABORATORY IN-CHARGE





In the exigency of the service, you are hereby designated as **IN-CHARGE/ASSISTANT IN-CHARGE OF THE ENVIRONMENTAL SCIENCE, CHEMISTRY, BIOLOGY, and PHYSICS LABORATORIES** respectively effective January 24, 2018 for a period of one (1) year unless earlier revoked without additional compensation.

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.


Please be guided accordingly.


RONITA E. TALINGTING, PhD
Vice President, Academic Affairs

Conforme:

MR. DAN ANTHONY U. BATAAN 
MS. ROSALIA L. HUGO 
MR. RICKY T. OSORIO 
DR. LEONIELYN G. MALICAY 

CERTIFIED RELEVANT AND AUTHENTIC
CLAIM
THE DOCUMENT IS A TRUE COPY OF THE
ORIGINAL

 03-14-2018
PRESIDENT / AUTHORIZED OFFICIAL