



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
Pasig City

Ordinance No. 33
Series of 2011

AN ORDINANCE DEFINING THE DUTIES AND RESPONSIBILITIES OF THE VICE-PRESIDENTS OF THE PAMANTASAN NG LUNGSOD NG PASIG (PLP), AND FOR OTHER PURPOSES.

Authored By: Councilors Reynaldo R. San Buenaventura III, Iyo Christian C. Bernardo, Christian G. Sia, Regino S. Balderrama, Augustin Alexee C. Santiago, Lorna A. Bernardo, Richard C. Eusebio, Rodrigo B. Asilo, Reynaldo F. Raymundo, Roberto E. Benito, Virgilio I. Del Rosario, Charmie Q. Benavides, LIGA Pres. Ferdinand A. Avis and SK President Julia Nicole B. Pua

WHEREAS, the position of Vice-President of the Pamantasan ng Lungsod ng Pasig (PLP) was created pursuant to Section 6 (d), Ordinance No. 11 s. 1999 and Sections 6 and 7, Ordinance No. 6 s. 2010 pertinent to the establishment of the Pamantasan ng Lungsod ng Pasig;

WHEREAS, the positions of Vice-President for Administration Matters and Vice President for Academic Affairs are vital importance of the Pamantasan ng Lungsod ng Pasig;

WHEREAS, there is a necessity to define the functions of the Vice-President for Administrative Matters and Vice-President for Academic Affairs of the Pamantasan ng Lungsod ng Pasig to avoid overlapping of duties and ensure its continuous and effective operation.

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Panlungsod of Pasig in session duly assembled, that:

Section 1. The Vice-President for Administrative Matters of the Pamantasan ng Lungsod ng Pasig shall assist the PLP President in performing the following duties and responsibilities:

1. Prepare of a sound management program that would utilize all its available resources to accelerate transformation of the institution into a self-reliant and progressive Pamantasan.
2. Take charge of the day-to-day activities of the Pamantasan as well as assignment of employees.
3. Oversee the attendance of all personnel of the Pamantasan in relation to administrative matters.
4. Oversee the functions of different administrative divisions and/or unit of the Pamantasan including its personnel benefits as well as personnel discipline.



Algo Lomata B.
David

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5. Oversee employee performance and output towards efficiency and formation of appropriate trainings programs and administrative skills.
6. In-charge for the preparation of the budget and Accomplishment Reports of the Pamantasan.
7. Prepare the Annual Procurement Program and in-charge of overseeing the preparation of disbursement papers of all purchases.
8. Keep a systematic and effective records keeping.
9. Exercise such other powers and perform such other duties and functions as may be assigned by the Board of Regents of PLP President.

Section 2. The Vice-President for Academic Affairs of the Pamantasan ng Lungsod ng Pasig shall assist the PLP President in performing the following duties and responsibilities:

1. Administer academic affairs. For this purpose, the University Vice-President shall have jurisdiction over the Registrar, College Deans, Chairs of Departments, Admission Office, Research Office and Library.
2. Receive recommendation from deans, directors, department chairs on matters concerning academic appointments, non-reappointments, promotions, merit, dismissals and tenure. It shall be the responsibility of the PLP Vice-President to render decisions on these recommendations for subsequent implementation upon concurrence the University President.
3. In-charge of the development and implementation of programs, systems and mechanisms in circular, instructional and research work.
4. Review, study and implement revisions if necessary in curricula and development of new courses of study.
5. Preparation of regular reports on academic problems and recommends proper courses of action direct of the PLP President.

Pradencia

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Letra A. Buncab

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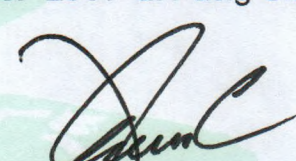
AN ORDINANCE DEFINING THE DUTIES AND RESPONSIBILITIES OF THE VICE-PRESIDENTS OF THE PAMANTASAN NG LUNGSOD NG PASIG (PLP), AND FOR OTHER PURPOSES.

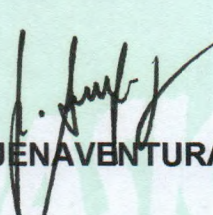
6. Promote and encourage research work in courses offered by the university.
7. Serve as coordinating officer among academic personnel for discussion and settlement of problems.
8. Perform other tasks that may directed by the Board of Regents or PLP President.


Section 3. This Ordinance shall take effect immediately.

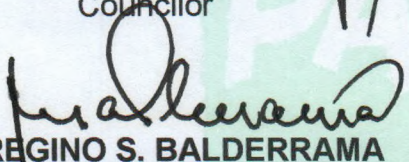
APPROVED, this 13th day of **October 2011** at Pasig City.



IYO CHRISTIAN C. BERNARDO
 Councilor

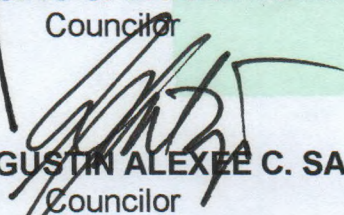

RICHARD C. EUSEBIO
 Councilor


REYNALDO R. SAN BUENAVENTURA III
 Councilor



RODRIGO B. ASILO
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 Councilor


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 Councilor



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[Signature]
FERDINAND A. AVIS
LIGA President

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JULIA NICOLE B. PUA
SK Federation President

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CHRISTIAN G. SIA
Councilor
Minority Floor Leader

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VIRGILIO I. DEL ROSARIO
Councilor
Majority Floor Leader

Attested by:

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ROSALIO D. MARTIRES
City Vice-Mayor
Presiding Officer

APPROVED:

[Signature]
ROBERT C. EUSEBIO
City Mayor

Attested by:

[Signature]
ROBERTO A. BARRETTO
Acting City Council Secretary

Corina de Bernando