PRESIDENT

The President is the Chief Executive Officer of the institution. He/ she is accountable to the Board of Directors and the Administrative Personnel/staff for the

EXECUTIVE VICE PRESIDENT/ADMINISTRATIVE DIRECTOR

The Administrative Director shall;

1. Assist the president on administrative matters;
2. Develop and recommend administrative policies or programs;
3. Oversee the overall management and supervision of the student services
4. Recommend appointments, terminations, transfer and promotions of the support service personnel in consultation with unit head;
5. Initiate and oversee the physical development programs;
6. Plan, organize and direct the activities relative to employment practices and matters relating to labor laws and social legislation.
7. Oversee the preparation of the faculty and administrator contracts and appointments;
8. Prepare and conduct induction program of all personnel;
9. Supervise the use of physical facilities and properties of the institution;
10. Ensure the observation of the hiring process for staff and maintenance personnel and among others;
11. Formulate administrator and support services personnel development program in coordination with the Academic Director;
12. Ensure the observance of the policies regarding personnel and students' welfare;
13. Supervise procurement of facilities and inventories of the school;
14. Prepare the institutional schedule in coordination with the Academic Director incorporator and Principal of HCCCI.
15. Oversee and coordinate with concerned units on marketing activities of the institution;
16. Review the budget proposals of all support service units;
17. Prepare the budget for office; and
18. Perform other duties as delegated by the president;

Duties of the Administrative Director (Section on Organizational Structure), HCCCI Policy Manual, pg 10-11

matters relating to labor laws and social legislation.

	[illegible]	Members	1. Academic Director 2. College Dean/Basic Education Principal 3. Program Heads 4. Director of Student Affairs 5. Finance Officer	• It plans and organizes commencement exercises. • It prepares all needed logistics, materials, certificates and programs. • It coordinates with all sectors all pertinent documents, invitations, programs, activities and other regarding the conduct of the annual commencement exercises.
18	The Salary Scale Committee	Chairman	Administrative Director	• It reviews and proposes upgrading of the salary rates in relation to the current economic situation. • It prepares for the revision of the salary scale if necessary with due consultation of all concerned sectors. • It submits proposals and recommendations to the School President.
		Members	1. Finance Officer 2. Human Resource Officer 3. Quality Assurance Officer	

The School Council and the Committees, Committee Structure (Item 18), HCCCI Policy Manual, pg. 42

	Faculty Ranking Committee	Members	1. Human Resource Officer 2. College Dean/Basic Education Principal 3. Program Heads Concerned 4. Faculty Representative	and forms for faculty racking and tenure. • It reviews and recommends to the President for approval the nomination for promotions in academic rank of faculty members which in its best judgement conforms to the criteria set in the approved school policy on rank and tenure. • It recommends to the President the rank of all new appointees. • It reviews appeals of faculty for reconsideration of rank promotion in cases of dissent and forwards the result of the review to the office of the President.
11	The Ranking Committee for Non-Teaching Personnel	Chairman	Administrative Director	• It reviews, revises and updates norms and tools for personnel ranking. • It recommends to the President promotion or retention of the rank of personnel. • It reviews appeals of personnel for reconsideration of rank promotion in case of dissent.
		Members	1. Human Resource Officer 2. Unit Head/Department Head Concerned	
12	Admission Committee	Chairman	Director of Guidance and Testing Center	• It formulates, revises and recommends to

The School Council and the Committees, Committee Structure (Item 10), The School Council and the Committees, Committee Structure (Item 11), HCCCI Policy Manual, pg. 38

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		[illegible]
1.8. Second Interview	Academic Director	Administrative Director	To determine work values/ethics; attitudes toward peers; superiors & work career plans; recommend for Panel interview.
1.9. Panel Interview	Academic Director arrange for panel Interview	Administrative Director for Panel Interview	To determine future plan in relation to employment at HCCCI, attitude toward school vision- mission , organizational objectives, religious practices, work ethics, values, lifestyle in relation to HCCCI salary, commitment for Graduate studies, etc.

Recruitment, Selection and Hiring Process, Steps/Process 1.8-1.9, HCCCI Policy Manual, pg. 90

THE HUMAN RESOURCE OFFICER

The Human Resource Officer shall:

1. Announce job openings in various departments of the institution;
2. Screen application letters for employees and forward to the requesting unit head;
3. Conduct tests for teaching and non-teaching applicants and submit results to the requesting unit head;
4. Schedules and organize interviews;
5. Conduct preliminary interviews on applicants;
6. Conduct reference check on possible candidates;
7. Prepare employment contracts and provide each newly hired personnel a copy;
8. Facilitate the conduct of an employee Orientation;
9. Facilitate/ assist the unit head in evaluation of faculty, administrative, staff & maintenance personnel and to provide each employee and the president a copy of the results of evaluation;
10. Monitor's employee application on Service Incentive Leave, Sick leave, vacation leave, emergency leave, paternity leave, maternity leave and solo parent leave.
11. Check/ Monitor reports on Service Incentive Leave, Sick leave, vacation leave, emergency leave, paternity leave, maternity leave and solo parent leave applications of employee based on records and policy;
12. Assist employees in the processing their benefits;
13. Monitor and check Overtime and Official Business application of employee;
14. Provide Advice and recommendation on disciplinary actions;
15. Assist the Administrative Director; and
16. Perform other duties as delegated by the Administrative Director.

Duties of the Human Resource Officer, HCCCI Policy Manual, pg. 17

F. CORE VALUES

The core values of HCCCI are aligned not only with the values encouraged by the institution but also with the values promoted by the Commission on Higher Education. We believe in and are keen to develop these values.

STAIRS

- **Spiritual Growth** - the process of developing the innate human capacity for self-transcendence
- **Teamwork and Creativity** - cross-knowledge sharing within is organic learning through teamwork and creativity that is free, immediate, and stays better.
- **Accountability and Discipline** - accountability is a discipline that is given to an individual for them to have a healthy connection and communication with everyone.
- **Integrity and Trust** - doing the right thing in the right way, as well as having good intentions for others, will lead to integrity and earning the trust of others.
- **Reliability** - being reliable because of willingness to collaborate or act decently.
- **Serviceability and Social Responsibility** - provide service in all facets of their responsibility in the best interests of their environment and society as a whole

Section F: Core Values, HCCCI Policy Manual, pg. 4