PRESIDENT

The **President** is the Chief Executive Officer of the institution. She is accountable to the Board of Directors and the Administrative Personnel/staff for the management of the institution. All employees are responsible to her and work under her direction.

The President shall:

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, HCCCI Policy Manual, pg. 10

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.

	The Grievance Committee	Members	1. Administrative/Academic Director 2. Quality Assurance Officer 3. Unit Head Concerned	• It is the responsibility of the committee to lay down a formal process for settling complaints and see to it that employees are given opportunity to be heard. • It will only act on the complaint filed by the aggrieved employees after they have exhausted all means and procedures available, through open dialogue with the parties concerned. • It is understood, however, that the grievance machinery, herein established, shall be availed of only on matters that concern the welfare of the employees and affect their working relationship with the

Section: The Grievance Committee, The School Council and the Committees (Item 19), HCCCI Policy Manual, pg. 43

20	The Ethics Committee			• It hears formal complaints on matters of employee's discipline. • It studies, reviews, deliberates and determines the merits of the complaints • It recommends disciplinary actions/sanctions to the School President.
21	The Faculty/Staff	Chairman	Administrative Director/Quality Assurance Officer	• It is review faculty/staff capabilities for further

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

	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	

The School Council and the Committees, Committees 10 and 11, HCCCI Policy Manual, pg. 38

3	Administrative Council	Chairman	Administrative Director	• It is to act as consultative body of Administration on all matters concerning administrators, finances, personnel affairs, students' services, physical plant development and maintenance and campus safety and security. • It holds regular meetings for exchange of information. • It considers proposals and recommendations submitted to it by other units; and • It recommends to the President policies and procedures concerning non-academic matters and support services that affect the whole school.
		Members	1. Director of Student Affairs 2. Director of Guidance and Testing Center 3. Director of Physical Plant and Security 4. Human Resource Officer 5. Director of Laboratories 6. School Registrar 7. Finance Officer 8. Director of Libraries	

The School Council and the Committees, Committee 3, HCCCI Policy Manual, pg. 33