PRESIDENT

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), <u>HCCCI Policy Manual</u>, pg 10-11

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.

[redacted]

1. Takes responsibility for the Development Life Cycle of the HCCCI official website;
2. Performs regular maintenance and update of the School Website;
3. Takes charge of the domain registration;
4. Provides web links to other relevant resources;
5. Promotes the school through meaningful and informative content;
6. Takes responsibility for the uptime availability of the school website;
7. Ensures the validity, accuracy and security of the website contents;
8. Coordinates with officials and school publication advisers regarding articles to be published in the school website;
9. Develops and implements appropriate systems and software applications, as needed by the different offices and departments;
10. Trains and supervises the personnel end-users of the software application;
11. Ensures the security and confidentiality of the systems and files;
12. Takes responsibility for the system's day to day performance and performs regular maintenance;
13. Responds immediately to problems or malfunctions of the system; and
14. Performs other duties as delegated by the Administrative Director.

SECURITY GUARD (Agency)

The Security Guard shall:

1. Ensures the security, safety and well-being of all students, faculty and staff;
2. Secures the points of entry and exit of the school;
3. Protects and guards the school property;
4. Check student's ID card, proper uniform, male students' haircut upon their entrance to the school and report infractions to the Discipline Officer/ Assistant Discipline Officer;
5. Report student violations of rules of conduct to the Discipline Officer/ Assistant Discipline Officer;
6. Issues visitors' pass to campus guests;
7. Logs reports and incidents for referral to proper school authorities;
8. Coordinate with local police authorities in times of emergency; and
9. Perform other duties as delegated by the Administrative Director.

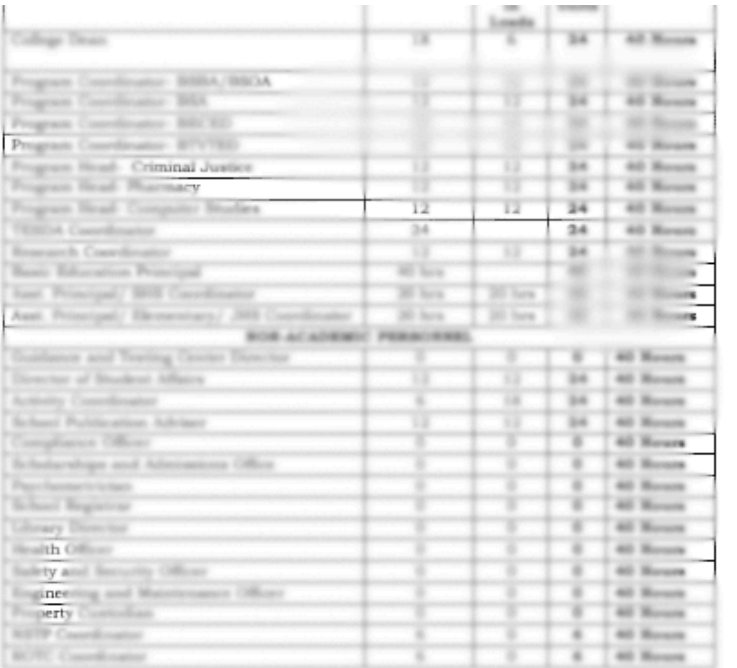
Section: Security Guard (Agency), HCCCI Policy Manual, pg. 30

THE UTILITY & MAINTENANCE PERSONNEL

The Utility & Maintenance Personnel shall:

1. Maintain order and cleanliness of the center and its surrounding;
2. Wash and iron linens, curtains and towel;
3. Repair and repaint destroyed school facilities and equipment;
4. Clean and repair air conditioning equipment of the school;
5. Be responsible for the safekeeping of linens and curtains;
6. Perform other duties requested by the Administrative Director

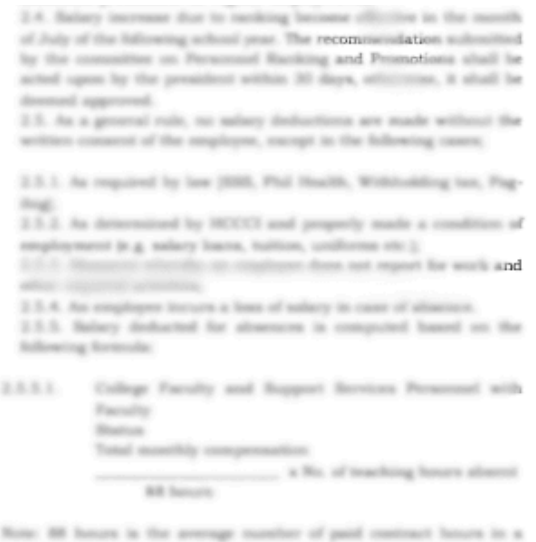
Section: Utility and Maintenance Personnel, HCCCI Policy Manual, pg. 31



2. Salaries

2.1. HCCCI is committed to provide its employees with the salaries in keeping with training, experience responsibility and social status, in accordance existing laws regulations and rules of the land;
2.2. HCCCI is committed to give salaries to employees comparable to other private educational institutions in South Cotabato and nearby provinces or cities based on rank;

Section 2.1, Salaries, HCCCI Policy Manual, pg. 70



PREFECT OF DISCIPLINE FOR BASIC EDUCATION

The Campus Prefect of Discipline shall:

1. Formulate and implement student campus peace plan in coordination with the homeroom adviser in Basic Education;
2. Implement and review school policies pertaining to student behavior;
3. Supervise the security guards;
4. Conduct investigations of all alleged misconduct of student;
5. Submit result of the investigation to the Disciplinary Board Committee;
6. Ensure that the students regard school property with respect;
7. Impose sanction on minor infractions as stipulated in the student Handbook;
8. Conduct conference with parents/ guardian on student behavior;
9. Coordinate with the guidance counselor and homeroom teachers to improve student's behavior;
10. Take charge of lost and found items;
11. Prepare budget for the office; and
12. Perform other duties as delegated by Principal.

Section: Prefect of Discipline for Basic Education, HCCCI Policy Manual, pg. 22