POLICY GUIDELINES RELATING TO THE SCOPE, GENERAL FUNCTION AND SPECIFIC DUTIES & RESPONSIBILITIES OF THE UNIT/CAMPUS ADMINISTRATIVE SUPERVISOR

A. Rules and Regulations and Premises Considered

1. Presence or appointment of an Administrative Supervisor shall apply only to campus or unit of the RCS with multi-educational levels.

2. As a rule of thumb, the said position is given to the head of the department in the Unit with the biggest student population. Said Head or Administrative Supervisor shall be clothed with the authority and responsibilities to supervise the use, operations, developments, maintenance, etc. of common facilities, equipment, instruments, laboratories, etc.

3. Premised on the time tested management principle that whoever is the person overseeing the daily activities function/operation, use of instruments, facilities, etc. within a given department, (that is, secondary and elementary for Basic Education Division; and, Institutes for Tertiary Division) must be clothed with authority and responsibility over said activities, function, operation, use of instrument, facilities, etc.

4. It goes without saying therefore – Authority and responsibility for the care, use, development or improvement, maintenance or up-keep, etc. of facilities (including classrooms) or equipment or gadgets or instruments housed inside a building purposely constructed for use of a given educational level shall be vested to the Head of said department.

5. COMMON is herein defined as belonging equally to, or shared by all the departments in the campus/unit of the RCS, the use of which must be regulated to attain maximum usage and conflict free operation. The authority and responsibility for the care, use, development or improvement, maintenance or up-keep etc. is vested to the Unit’s Administrative Supervisor.
B. Definition of Terms:

1. For purposes of these Policy Guidelines, the Operational definition of the term COMMON Facilities shall be taken to mean:
   a. campus ground, basketball court or Gymnasium, playground and parking spaces*
   b. academic non-teaching facilities and services like
      - Registrar’s Office/Property Office
      - Library Office*
   c. Health services like medical and dental clinics
   d. Finance Office
   e. Auditorium*
   f. Building/Structure
   g. Classroom and Classroom Chairs
   h. Library
   i. Sanitary facilities
   j. Canteen/bookstore
   k. Reproduction facilities (mimeographing, Xerox machine, risograph)
   l. Unit’s Security

2. In like manner laboratory, for purposes of these Policy Guidelines shall be taken to mean:
   English Laboratory of the Unit*
   Science Laboratory of the Unit*
   Computer Laboratory of the Unit*
   HRM Laboratory*

3. Again, for purposes of these Policy Guidelines, Instrument shall be taken to mean all the instrumentations, gadgets, equipment inside the laboratory, etc. DBC instruments shall also be included.

4. Equipment as herein defined includes implements, tools, etc. the uses of which are for the maintenance of the facilities, laboratory and instruments.
5. Other facilities, laboratory equipment, instruments as may be declared common by Heads of departments.

6. The **keyword** of the Policy Guidelines is the term “COMMON”

*means if applicable

C. **Job Description of Administrative Supervisor**

**Position Title: Administrative Supervisor**

**Position Relationships:**

a. Supervision Received:
   - Vice President Academics

b. Supervision Given:
   - Finance Officer
   - Registrar’s Office
   - Medical-Dental Clinic
   - Security Force
   - Ground Janitorial Force

c. Coordination:
   - Other department head(s) of the Unit
   - Infrastructure Office

**General Function:**

The Administrative Supervisor of the complex is the over-all administrator of the physical plant and the common facilities, equipment, etc. He /She is also in-charge of consolidating the budgetary allotments given to the different departments for the use, maintenance and improvement of the **common** facilities, equipment and resources of the unit.

**Specific Duties and Responsibilities:**

1. Consolidates with the assistance of the heads of departments/Institutes in the unit before the beginning of school year the budgetary requirements and allotments for the common facilities, etc. of the
complex and submits the same directly to the V.P., Academics for study and approval and subsequent transmittal to Budget Manager.

2. Keeps tab of the expenses and calls the attention of those concerned if the budget allotment is nearing the limit.

3. Supervises the use and maintenance of common buildings/structures, grounds, facilities, equipment, etc. housed in the unit.

4. Devises ways and means of cost-saving measures with the use of common facilities with the assistance of the heads of departments in the unit.

5. To maximize the usage and to attain conflict free operation of the common facilities, equipment, instruments, laboratory and resources, administrator must request the heads of departments in the unit to submit before the beginning of schoolyear their respective forecasted schedules of the use of common facilities, etc.

6. Initiates/supervises improvements and/or repairs of common structure, facilities, etc. housed in the unit.

7. Implements or causes the implementation of policies regulating the ingress and/or egress and movement of persons, vehicles and properties into the school campus.

8. Exercises nominal supervision and control over personnel of agencies contracted by the school to provide services such as security, maintenance, janitorial and engineering services.

9. Prepares, in coordination with Schoolheads within the unit, a campus-wide emergency preparedness and crisis management plan to ensure quick response in cases of emergency.

10. Submits to the Vice President his observations concerning future building needs of the unit.

11. Supervises campus “zoning” especially when it comes to designation of places for stores, vendors, etc.
12. Implements directives coming from CHED, DepEd or TESDA and School Authorities affecting the use/operation/maintenance, improvement, etc. of common facilities, equipment, laboratory, instruments of the Unit.

13. In case of emergency due to natural calamities (typhoon, flooding, earthquake) and fire, supervises the transfer of facilities, instruments, laboratory equipment, etc. to safer place.

14. Performs other duties as directed by the Vice President/President.