Position Title: VICE PRESIDENT ACADEMICS

Supervision Received: President

Supervision Given: Executive Committee, Basic Education & Tertiary
Head, Accreditation & IQUAME
Head, Central Repository of Records

Coordination: Vice President for Finance

General Function:

The Academic Vice President is the head of all academic units of Basic and Tertiary Education of the Roosevelt College System. She is the implementing head of academic policies, rules and regulations formulated by the BOT and by the Office of the President, including imposed policies, directives and instruments of concerned government authorities. Administratively, the VP Academic shall serve as the over-all Manager performing the functions of planning, organizing, directing, motivating and controlling of all activities related to Academic, Administrative and Financial operations of the different Institutes and Units under her responsibility. More specifically the following:

Duties and Responsibilities:

ACADEMICS

1. Initiates and/or undertakes development of academic plans and programs for all the units of the school system in consonance with the vision, mission, goals and objective and policies, rules, regulations of the RCS; and cause the proper implementation of pertinent laws, orders, directives, programs, policies and decisions of the DepEd, CHED and TESDA.

2. Provides direction, supervision and control and develops the appropriate organization for effective and efficient implementation of the academic programs of the Basic Education and the Tertiary Education.
3. Causes the up-grading of school facilities (laboratory, classrooms, library, etc.) based on the new needs of the program offerings and the requirements of the DepEd, CHED, TESDA and Accrediting Agencies.

4. Causes the submission of periodic reports on the operation and/or planned activities of the different units of the school system consolidate the same, and submit a copy to the President.

5. Periodically review or causes the periodic review of all the course/program offerings, initiates changes/innovation/enrichment/improvement if needed, to make the offerings acceptable and/or at par with the local and international standards. Consequently, review or causes the review of the topics and subject contents of the course outlines of all the offerings to ascertain if they conform with the changes/innovation/enrichment/improvement introduced.

6. Periodically review or causes the periodic review of the library holdings to ascertain the up-to-dateness of the textbooks, references, and journals.

7. Acts as liaison officer of the Roosevelt College System with the DepEd, TESDA and CHED and Professional Organizations.

8. Formulates or causes the formulation of guidelines for the proper implementation of the school policies, rules, regulation on admission, retention, academic scholarship and graduation of students.

9. Formulates programs of faculty and staff training and development in cooperation with the HRD based on a well studies strengths and weaknesses of the faculty and staff.

10. Develops or causes the development of a valid and reliable performance evaluation instruments for faculty and staff; causes the proper orientation and training of the raters; and causes the studies of
the appropriate spacing of the administration of performance evaluation.

11. Establishes linkages with other academic institutions both locally and internationally and professional organizations, local and international for the following purposes:
   a) possible exchange of students/professors
   b) have the info of the emerging demands/needs
   c) scholarship sponsorship
   d) joint program offerings
   e) transfer of technology

12. Initiates the accreditation of the program offerings of the school using the criteria – student population of the program, performance of graduates in the government administered examinations and presence of facilities needed for accreditation, among others.

13. Directs the Executive Committee of the Basic Education and the Tertiary Education to make known to the faculty, academic and non-academic staff the value of observing DISCIPLINE, FACULTY CODE OF ETHICS AND PROFESSIONALISM while in school not only to attain the mission, goals and objectives of the RCS but, more specifically in creating a wholesome and conducive environment to teaching-learning process.

14. Develops wholesome working relationship, cooperation and coordination with the other Vice Presidents of the school.

15. Performs other duties and responsibilities as requested by the higher authorities.

**ADMINISTRATIVE**

1. Assesses the capability and utilization of existing resources – faculty, classrooms, laboratories and other facilities to determine the following:
   a) to ascertain if there is a compelling need to improve any of these resources using as criteria the performance in government
examinations, requirements of DepEd, CHED, TESDA, the evaluation of the accrediting agency and the competitiveness of the resources against other schools and the requirements of business and industry.

b) how far the present resources can sustain the competitiveness of the school.

c) causes the proper maintenance of physical facilities like toilets, urinals, windows, doors, classroom chairs, etc.

2. In coordination with the Marketing Group, develops or causes the development of a marketing plan for the Roosevelt College System, review its effectiveness, makes necessary adjustment, if needed; and, ascertains if the marketing expenses are sufficiently compensated by the increase in student population.

3. Periodically review the responsiveness of the organizational set-up to make it always attuned to the mission, goals and objectives and the program offerings of the Roosevelt College System.

4. Presides/Chairs the Executive Committee, Basic Education and the Tertiary.

5. Coordinates work with the HRD office in the staffing requirements under the following format:
   a) HRD does the preliminary selection of applicants through the process of interviewing, testing, classroom observation, etc. Thereafter, HRD selects the best three (3) applicants and send them to the V.P. Academics for further screening.
   b) The V.P. and the Principal or Director or the Dean concerned make the final decision.
   c) The choice is communicated back to HRD for proper documentation.

6. Performs other duties and responsibilities as requested by the higher authority.
1. Initiates the preparation of the annual budget of the different institutes and units, review, screen and consolidates the proposed budgets for submission to the Budget Manager.

2. Develops guidelines, rules and regulations, apart from the guidelines of the Budget Manager, to make the request for funding more discreet and judicious and to avoid requests for supplementary funding.

3. In case the consolidated budget submitted for funding can not be honored totally, calling for a complete review and revision of the entire budget requirements, then the VP Academics requests the concerned Principal or the Director or the Dean to come out with a new prioritized listing of the Institute/Unit’s requirements. In turn she may opt to come out with her own priority list distilled from the priority lists submitted by the Principal or the Director or the Dean.

4. Maintains or causes the maintenance of a year long financial performance of the different units to find out if the requested budget is effectively and efficiently being utilized and to serve as the source of inputs to next schoolyear’s budget request.

5. Causes the proper implementation of applicable financial policies/rules and regulations of the RCS, the DepEd, the CHED and TESDA.

6. Causes the strict implementation of the policy on students with Back Accounts (Please see Memoranda dated October 12, 2005 and October 19, 2005 on Issuance of Special Permit).

7. Causes the implementation of the agreement between Finance and Academic Divisions to assist the former in its campaign to collect from students with Back Accounts by calling the attention of students included in the deficiency list furnished by the Finance Office of the Unit concerned.

8. Performs other duties and responsibilities as directed by higher authorities.
JOB DESCRIPTION OF SCHOOL ACCOUNTANT

Position Title: ACCOUNTANT

Supervision Received: VP Finance

Supervision Given: Finance Main Clerks, Unit Finance Officers/Cashiers

Coordination: Budget Manager, Schoolheads, External Auditors, Legal Counsel

General Function:

The School Accountant is charged with functional authority and responsibility over the financial activities of the Roosevelt College System.

Duties and Responsibilities:

1. Establishes, coordinates and maintains through authorized management an integrated plan for the control of operations. Such a plan would provide, to the extent required in the business, cost standards, expense budgets, sales forecasts, profit planning and programs for capital investment and financing, together with the necessary procedures to effectuate the plan.

2. Measures performance against approved operating plans and standards, and to report and interpret the results of operations to all
levels of management. This function includes the design, installation, and maintenance of accounting and cost systems and records. The determination of accounting policy, and the compilation of statistical records as required.

3. Measures and reports on the validity of the objectives of the business and on the effectiveness of its policies, organization structure and procedures in attaining those objectives. This includes consulting with all segments of management responsible for policy or action concerning any phase of the operation of the business as it relates to the performance of this function.

4. Interprets and reports on the effect of external influences on the attainment of the objectives of the business. This function includes the continuous appraisal of economic and social forces and of governmental influences as they affect the operations of the business.

5. Provides the protection for the assets of the business. This function includes establishing and maintaining adequate internal control and assuring proper insurance coverage.

6. Compliance reporting activities to government offices like SEC, BIR, DECS, local government, etc.

7. Performs other duties as directed by VP Finance or Superior officials.