



Republic of the Philippines
Province of Albay
MUNICIPALITY OF MALILIPOT
Office of the Municipal Mayor

EXECUTIVE ORDER NO. 4-A S. 2022

**AN EXECUTIVE ORDER DESIGNATING ATTY. RANDY B. BLANZA AS THE
COLLEGE ADMINISTRATOR OF SAN JOSE COMMUNITY COLLEGE, SAN JOSE
MALILIPOT, ALBAY**

WHEREAS, under the Commission on Higher Education Memorandum Order No. 32 series of 2006 Subject: Policies, Standards and Guidelines on the Establishment and Operation of Local Colleges and Universities Section 7, states that the administration of the Local College shall be vested in the President who shall render full time service. The president shall hold an appropriate doctoral degree with at least five (5) years of relevant administrative experience. And provided further that his/her appointment shall be pursuant to existing Civil Service laws, rules and regulations;

NOW, THEREFORE, I, CENON B. VOLANTE, Municipal Mayor, Malilipot, Albay, by virtue of the powers vested in me by law, do hereby designate, **Atty. Randy B. Blanza**, as the College Administrator of San Jose Community College, San Jose, Malilipot, Albay, with the following responsibilities, to wit:

1. To plan, organize, and administer the activities of his department, office, or division efficiently;
2. To keep informed of new developments relating to his function and to maintain a creative and experimental attitude towards change, in order to continuously improve the operation of his area of responsibility;
3. To recommend the organizational structure and staffing that complement his area of responsibility;
4. To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel;
5. Keep his immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his advice and counsel;
6. To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his activities with theirs when such action is indicated;
7. To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively;
8. To recommend the budget for his department, office, or division and, within limitations established by the board or President, to administer his budget;
9. To serve on committees and councils as directed by board policies and procedures or by his immediate supervisor;
10. To represent the college and attend professional meetings as authorized by his immediate supervisor;

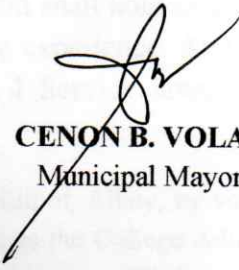


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11. To provide information and reports to the board at the request of the Local Chief Executive;
12. To implement a plan to supervise students attending courses during the day, in the evening or weekend, and at clinical internship dates;
13. To perform any other duties assigned or delegated by the Local Chief Executive.

This Executive Order shall take effect immediately.

Done this 1st day of July at Malilipot, Albay, Philippines.


CENON B. VOLANTE
Municipal Mayor