

<b>Job Description</b>		
<b>Position:</b>	<b>Classification/Rank:</b>	<b>IPL:</b>
<b>Vice President for Administration and Information Systems</b>	<i>(for OHRMOD to determine after job evaluation/audit)</i>	<i>(for OHRMOD to determine after job evaluation/audit)</i>
<b>Summary of Work Activities and Responsibilities:</b>		
<p>Under the general supervision of the President, the <b>Vice President for Administration and Information Systems</b> is responsible for overseeing the University’s business continuity and disaster management and recovery plans. Specifically, the Vice President manages resources such as IT, facilities and physical plant, and archives and records, while ensuring the health, safety and security of the community.</p>		
<b>Main Duties and Responsibilities</b>		
<b>Leadership</b>		
<ul style="list-style-type: none"> <li>• Provides leadership to the Administration and Information Systems Cluster and works closely with the President and other Vice Presidents in setting long-term goals and integrating current needs to provide the best resource solutions to support the University operations.</li> <li>• Leads the development and evaluation of the strategic plans for IT Architecture, Campus Development Master Plan, Mobility Master Plan, Energy and Sustainability Master Plan, Archives and Records Management Plan, and Occupational Safety and Health Framework in alignment with the academic plans of the schools and the operational requirements of the University.</li> <li>• Leads the development and evaluation of the ideal business continuity and disaster management system/s, with the intention of future-proofing the campus, including the mitigation of possible data disruptions, health and safety risks, and security hazards.</li> <li>• Responsible for policy articulation, execution and evaluation of Cluster plans and goals.</li> </ul>		
<b>Business Continuity and Disaster Management and Recovery System</b>		
<ul style="list-style-type: none"> <li>• Directs the best solutions and resources to investment that will look after potential security and risks in University resources and infrastructure; ensuring cost-effective solutions, capitalizing on current resources, and acquiring resources that provide the highest return on investment.</li> <li>• Plans, develops and implements effective administrative systems to support the core operations of the University, paving the way for improvements in work and data processes to ensure business continuity.</li> <li>• Leads the development and evaluation of all policies related to generation and preservation of the University's institutional memory and records.</li> <li>• Directs the development and evaluation of health, safety, and security programs, protocols and plan to ensure a safe work environment.</li> </ul>		

- Advocates for a consolidated information technology infrastructure as a way to streamline work processes and advance the University's goals and objectives.
- Ensures the continuous adaption of applicable innovations and solutions in aid of academic and administrative work processes and distance learning.
- Ensures the readiness of the community to adapt to new and innovative digital initiatives by providing adequate stakeholder orientations, trainings, and resources.

**Cluster Responsibilities**

- Leads the Administration and Information Systems Cluster, overseeing the directions, strategies, and budget of each office under the Cluster.
- Drives the effective and efficient execution of policies, processes, procedures and controls in delivering standardized IT and administration services across the University.
- Plans, defines, and evaluates the service level standards, learning directions, and team development activities of the Cluster.
- Engages in high-level negotiations and builds professional relationships with service providers and consultants.
- Builds community relationships within the barangay and the local government units, and with other government agencies.

**Knowledge, Skills and Abilities:**

- Knowledge of business continuity planning and disaster management
- Knowledge on information architecture and systems framework
- Knowledge of campus development, master planning, and site planning
- Knowledge of business management and administration
- Knowledge of occupational safety and health
- Knowledge of food safety
- Knowledge of archival and records management
- Knowledge of campus safety and security
- Knowledge of environment safety management
- Knowledge of energy management and sustainability
- Knowledge of key and emerging issues and trends, challenges and opportunities, current standards, and effective practices in the academe and industry
- Strong program management and organizational skills, with experience supporting strategic projects working across multiple stakeholder groups
- Innovative and dynamic
- Leadership and decision making
- Analysis, implementation and evaluation of work processes and systems

**Education and Experience Requirements:**

- At least a master's degree holder, with special emphasis on IT-related courses such as Enterprise Management, Computer Engineering, Computer Science, Information Systems, Information Technology

- Proven leadership experience working as a Chief Information Officer/Chief Technology Officer, Chief Operations Officer, Chief Administrative Officer, or any similar level

**Stakeholder Relationship** (briefly state the purpose of the working relationship)

**Internal:** President, Vice President, School Units and Office Heads, Office Administrators and Staff

With oversight on the following committees and advisory councils:

- Occupational Safety and Health Committee (as Chair of the OSH Steering Committee)
- University IT Advisory Council (Chair)
- Campus Grounds Advisory Council (as chair)

**External:** Suppliers, Vice Presidents/Chief Operations Officers of schools, organizations and other associations, barangay officials, local government units, and government agencies

**Laws and Regulations**

- Building Codes
- Occupational Safety and Health
- Regulations of Department of Environment and Natural Resources
- Barangay and City Ordinances related to the work of the Cluster

**Fiscal Responsibilities**

Budget forecasting for the overall IT and administration requirements of the University

**Direct Reports**

Offices and administrators reporting directly to the VP for Administration:

- Central Facilities Management Office
- Campus Safety and Mobility Office
- Information Technology Resource Management Office
- University Archives
- Office of Food Safety and Quality Assurance
- Assistant to the Vice President for Administration and Information Systems
- Assistant to the VP for Campus Development
- Assistant to the VP for Special Projects

**Job Description Updated for**

**Date updated**

I have read the contents of this job description and have been given the opportunity to make the necessary clarifications. I understand the expectations from this position and commit to perform the responsibilities stated in this document to the best of my abilities.

**Confirmed by**

**Discussed by**

\_\_\_\_\_  
**Signature over Printed Name**  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature over Printed Name**  
**Date:** \_\_\_\_\_