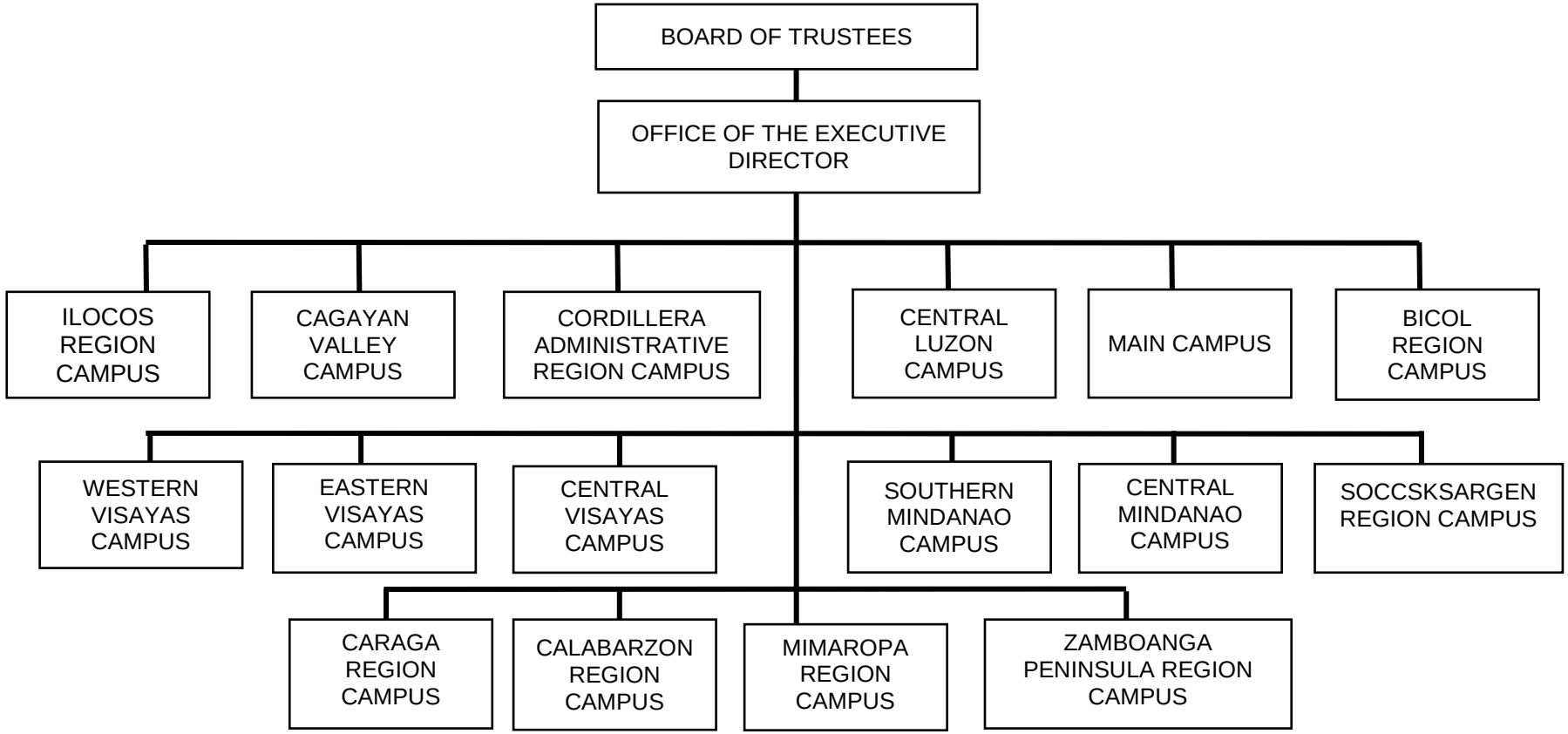
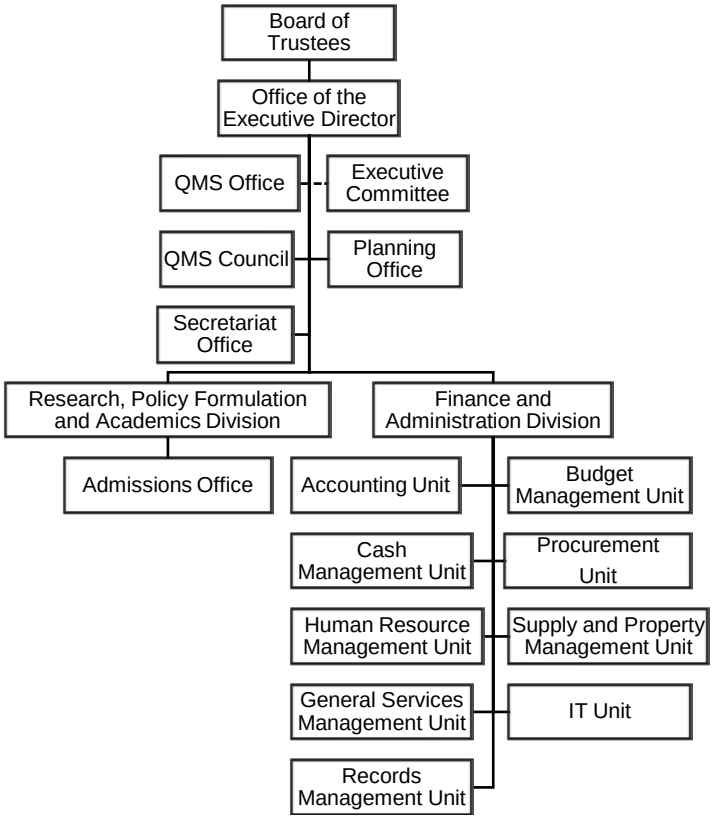
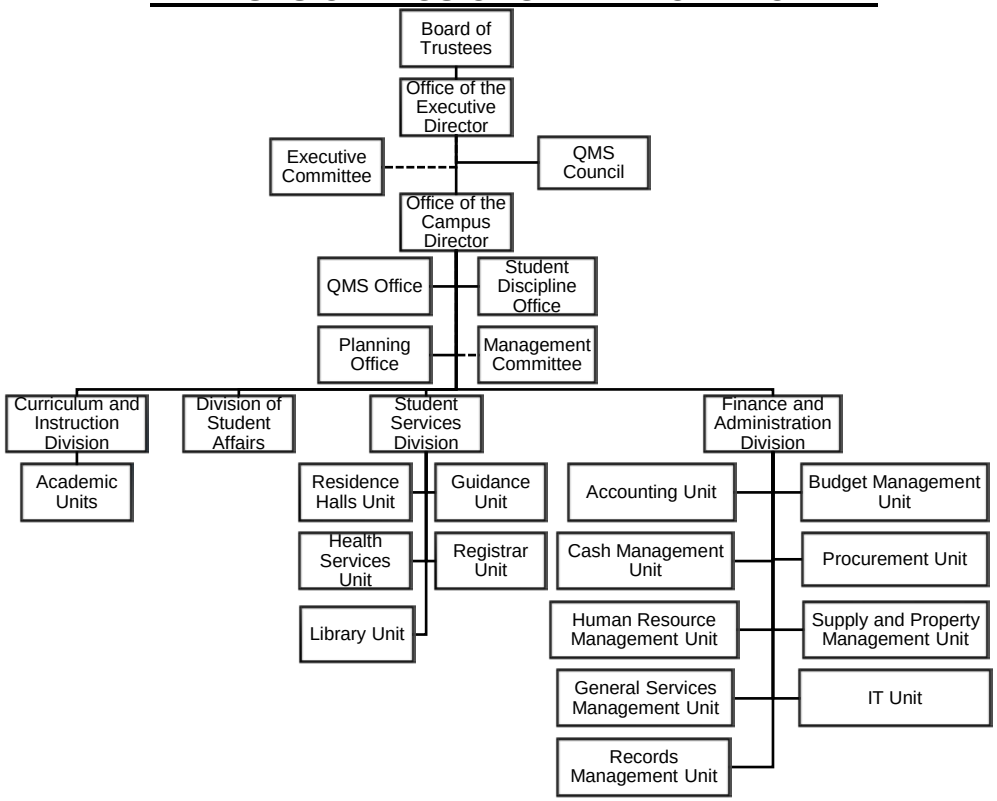
THE PSHS SYSTEM



THE OFFICE OF THE EXECUTIVE DIRECTOR ORGANIZATIONAL CHART



THE PSHS CAMPUS ORGANIZATIONAL CHART



RESPONSIBILITIES

Office of the Executive Director. The OED provides the policy direction of the PSHSS and coordinates with the various divisions and campuses for top level decision-making and appropriate actions on the affairs of the agency.

Research, Policy Formulation and Academics Division. The RPAD spearheads research-based planning and development of a core curriculum.

> **Admissions Office**. This office facilitates the admission requirement and processes of potential students and coordinates with the campuses for the qualified scholars.

QMS Office/QMS Council. The QMSO/QMSC monitors the effective implementation of the quality management system of PSHSS.

Office of the Campus Director. The OCD manages, directs and monitors the overall operations of the campus.

Planning Office. This office isresponsible for facilitating the development and monitoring of the agency's annual plan.

Student DisciplineOffice. This office isresponsible for monitoring and administering sanctions to students with violations.

Curriculum and Instruction Division. The CID is responsible for the implementation of the curriculum/program of PSHSS. It has various Academic Units that oversees the various thrusts and tasks of the program/curriculum.

Division of Student Affairs. The DSAis responsible for the co- and extra-curricular development of the scholars. It includes the various clubs/ALA and SCALE programs.

Student Services Division. The SSDis responsible for providing student support for the scholars. It has the following units: Registrar, Guidance, Residence Halls, Health Services and Library.

RegistrarUnit is responsible for the safekeeping of the scholars' records.

GuidanceUnit is responsible for providing counseling and testing services to the scholars.

Residence HallsUnit is responsible for providing and monitoring dormitories for selected scholars.

Health ServicesUnit is responsible for providing medical and/or dental services to the scholars.

LibraryUnit is responsible for providing relevant collections to aid scholars in their academic programs.

Finance and Administrative Division. The FAD serves as the support service group of the agency tasked to undertake such support services that facilitate the smooth operations of the various units of the PSHSS. It has the following units: Accounting, Budget Management, Cash Management, Procurement Unit, Human Resource Management, Supply and Property Management, Records Management, IT, and General Services Management.

Accounting Unit is responsible for the PSHSS' financial accountability through the preparation and submission of financial reports. The unit implements financial policies, accounting and auditing rules and regulations.

Budget Management Unit handles the preparation of the PSHSS' annual budget estimates and all budgetary documents. The Unit is responsible for the implementation, monitoring and controlling of fund obligations.

Cash Management Unit is responsible for the custody of cash allocation, disbursement of funds and collections for the PSHSS. The Unit prepares reports required by regulatory agencies.

Human Resource Management Unit is responsible for all personnel matters relative to employees benefits and welfare. The Unit formulates and promotes policies for career and personnel development.

Records Management Unit is responsible for safekeeping and maintaining PSHSS' records and acts as the central receiving and releasing unit of all communications for proper recording and routing.

Procurement Unit is responsible for the procurement of all supplies, materials, equipment and services needed for the PSHSS' operations.

Supply and Property Management Unit is responsible for the inventory of supplies and custodianship and management of all the PSHSS' properties and equipment.

IT Unit is responsible for the information communication technology equipment and infrastructure ofPSHSS.

General Services Management Unit is responsible for the maintenance of building premises, the provision of transport services and maintenance of the PSHSS' vehicles. The Unit is also tasked to perform minor repairs and electrical and plumbing jobs.