

RST Personnel Duties, Responsibilities, and Schedule of Operations



2021 Edition

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RST Personnel

Duties, Responsibilities, and

Schedule of Operations

Recoletos School of Theology

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Hope has two beautiful daughters;
their names are Anger and Courage.
Anger at the way things are,
and Courage to see that
they do not remain as they are.

—St. Augustine



Recoletos School of Theology through the Years

The Recoletos School of Theology, located at 81 Alondras Street, Mira-Nila Homes, Congressional Avenue Extension, Quezon City, is the theological formative arm of Recoletos Formation Center. As a theological center it offers a rigorous ecclesiastical curriculum in Bachelor of Arts in Sacred Theology affiliated with the University of Santo Tomas (UST) and a civil degree of Master of Arts in Theology (MAT) recognized by the Commission on Higher Education (CHED). It is owned and operated by the friars of the Order of Augustinian Recollects, Province of St. Ezekiel Moreno.

Both RFC and RST trace their beginnings from the early eighties following an increase in the number of Augustinian Recollect vocations in the Philippines. These, after finishing college degree and novitiate were sent to Marcilla, Spain for theological studies. The desire to form Augustinian Recollect religious and priests within the cultural context in which they would exercise their apostolate increased; and this led to the erection of a theological house in the Philippines dedicated to the formation of Filipino Recollects. This was given a go signal by Most Rev. Javier Ruiz Pascual OAR the Augustinian Recollect Prior General. Initially, the theological seminary would be patterned after the experience of the Mother Province—the Province of San Nicolas de Tolentino. The seminary, which was eventually named as Recoletos Formation Center, was solemnly blessed and inaugurated by Fr. Jose Antonio Calvo, OAR on December 5, 1985. The first rector—Fr. Emeterio Buñao, OAR together with Fr. Hubert Decena, OAR as Dean of Studies and other members of the community--administered the formation program and theological training of future Recollect religious and priests. The same seminary housed the Novitiate program from 1985-1987.

Due to an insufficient number of professors, RFC entered into partnership with St. Vincent School of Theology an affiliate of

Adamson University for the degree of Master of Arts in Theology. Two years after, in 1987, the school entered into a partnership with the Institute of Graduate Studies (IGS) of San Sebastian College Recoletos of Manila. In 1995, with the gradual increase of recollect and non-recollect theology professors, the seminary became an affiliate of the Royal and Pontifical University of Santo Tomas, Manila for the Bachelor of Arts degree in Sacred Theology program. In 2001, the academic program of RFC adopted Recoletos School of Theology (RST) as its official name; and by June of 2011, the Graduate School of Theology started processing requirements with the Commission on Higher Education towards the establishment of the Recoletos Graduate School of Theology offering Master of Arts in Theology major in Systematic Theology and Church History.

Following the curriculum design of the Ecclesiastical Faculty of UST, to which RST is affiliated, RST shifted to a three-year curriculum program beginning school year 2011-2012 to achieve the Bachelor and Masters of Arts degrees in Theology. In May 2015, the school witnessed her first batch of graduates who underwent the three-year academic program. In 2014, the school also gained permission from CHED to admit students from other nationalities.

Today, RST is committed to be a comprehensive ecclesiastical and a civil institution of higher learning. The school continues to be the center for theological and religious formation of the Order of Augustinian Recollects of the Province of St. Ezekiel Moreno in the Philippines. The school is served by the Bulwagang Recoletos, a two-storey building, housing the St. Augustine Library, Audio Visual Room with 120 sitting capacity, Museo Recoleta, Archivo Recoleta, Conservation Laboratory and function halls. It also boasts of a pool of professors from different religious congregations and dioceses, added to its regular team of Recollect professors.

Through the years the school also accepted different Orders/ Congregations such as the, Congregation of the Sons of the Immaculate Conception (CFIC), Emmanuel Servants of the Holy Trinity (ESHT), Congregation of the Servants of Charity (SC), Order of St. Augustine, (OSA) (The Vicariate of the Orient), The Oblates of the Virgin Mary (OMV), Priests of the Sacred Heart (SCJ), the Dominican Missionaries for the Deaf Apostolate (OP Miss.) and the PACEM missionaries.



Vision

A theological center for communion, research,
and faith experience.

Mission

To foster theological dialogue,
academic excellence, and social involvement

Core Values

Caritas, Scientia, et Sapientia

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Administrative Assistants and Other Personnel

Dean's Office Administrative Assistant

Job Purpose:

Efficient Management of Student Information data through the system (SIS), effective coordination with other offices of RST and with the faculty members and students.

Duties and Responsibilities:

With Student and Information System

- * Facilitates in the preparation of Course Offerings
- * Encodes into the SIS course offering for the semester.
- * Designates classroom for Instructions
- * Entertains Enquiries for enrollment by New Students
- * Facilitates the entrance examinations of New Students
- * Forwards Grades to Registrar's Office
- * Releases grades to students,
- * Facilitates in the Conduct of Enrolment (SThB and MAT)
- * Facilitates in the dropping and change of courses
- * Post Class Schedules
- * Releases Class Lists to Professors
- * Disseminates memos and other communications from the Dean's Office
- * Updates reports of students' class attendance and other academic schedules;

With Faculty Members

- * Releases communications to faculty member regarding

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- teaching assignments,
- * Releases grading sheets to professors,
- * Follow up grades from Professors,
- * Informs faculty members about updates and changes of school activities and programs;

Reports to Affiliated Institutions

- * Facilitates in the preparation of year-end report to CHED: Enrolment list, list of graduate students, TOR
- * Prepares semestral report pertaining to affiliation with UST: calendar of activities, list of faculty, list of students, subject offerings,
- * Monitors schedules for compliance of the school's requirements for CHed and UST ecclesiastical affiliations;

Related to Examinations:

- * Communicates scheduled examinations to Professors
- * Proctors examinations in the absence of Professors
- * Disseminates questionnaires for Comprehensive Examinations
- * Sends Letter of Invitation to Comprehensive Examination Panellists
- * Prepares Refreshments for Comprehensive Examiners
- * Follows up schedules and reminds panelists for their attendance in comprehensive examinations.

Research, Planning, and Development Administrative Assistant

Job Purpose:

Efficient facilitation of publications, research conduct and maintenance of records for planning and development of the institution

Student Research Related Functions

- * Facilitates in the conduct of thesis proposal and final defense:



preparation of pre-defense documents and post defense requirements and documentations,

- * Contacts professors to be panelists for thesis defense,
- * Scheduling of thesis defense according to the schedules determined by the manual,
- * Maintains data bank for all RST student researches
- * Forwards to the Office of the Dean Student Research grades and to the Registrar Research documents for distribution to CHEd and UST.

Planning and Development Functions

- * Facilitates in the preparation for Institutional Evaluation and Planning Activity: Prepares documentations, collates,
- * Consolidates all departmental plans and projects, as well as evaluation reports for records and monitoring purposes,
- * Disseminate communications related to institutional and departmental evaluation and planning data and activities,
- * Prepares final documentations related to planning and evaluation for reportorial and implementation purposes.

Quaerens and Publication Functions

- * Disseminates invitations letters for research contributors,
- * Sends research articles to referees and editors,
- * Performs layout for Quaerens,
- * Contacts and sends quaerens for publication,
- * Maintains mailing list for Quaerense correspondences,
- * Coordinates with St, Augustine Library for Quaerens exchange journal program,
- * Maintains Quaerens subscriptions listings and subscription payments (cf. quaerens bank account)

Human Resource Administrative Assistant

Job Purpose:

Effective implementation of faculty members and personnel profile, ranking files and updated evaluation results.

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Duties and Responsibilities:

- * Organizes office files and updates faculty and personnel 201 file,
- * Implements Ranking of faculty members and personnel according to manual,
- * Conducts semestral evaluation of faculty members performs tabulations and makes a summary report of immediate head,
- * Conducts year-end evaluation of personnel, performs tabulation, and make summary report to immediate head,
- * Facilitates in the conduct of committee meetings held by the immediate head (Grievance committee, ranking, etc)

Records and Promotion Administrative Assistant

Job Purpose:

Effective order, arrangement, and organization of the system, processes, policies, and procedures required in the upkeep of the office requirements.

Duties and Responsibilities:

As Registrar Staff:

- * Updates and keeps the academic record of all students, faculty, and staff.
- * Prepares and implements the registration process for enrolment and classes.
- * Plots the class schedule, assigns the venue of classes of students and facilitates the resolution of conflicts in schedule of both professors and students.
- * Keeps records of all classes and curriculum prerequisites.
- * Submits the report to the registrar concerning students' graduation eligibility, participates in the planning of commencement activities, and prepares information of honors lists, transcripts, and class rankings.
- * Secures the compliance and submission of the necessary documentary requirements of the school for affiliation and operations.
- * Updates, prepares, and submits the annual requirements to CHED and UST.
- * Serves as liaison officer to CHED and UST affiliation office.



As Alumni Office Staff:

- * Administers the alumni database records: their address, contact numbers, biographical and career information, correspondence, website, postal returns, etc.
- * Arranges the records of the alumni meetings, accommodates the alumni organizational concerns and ensures strong and productive relationships between and among its alumni.
- * Records the implementation and promotion of alumni programs that support the school's plans and initiatives.
- * Establishes and maintains linkages with the alumni locally and internationally and keeps regular communication with alumni via phone calls, emails, Facebook page, alumni web pages, and print publications.
- * Orients graduating students about alumni roles and responsibilities, and engage them in programs.

As IT Staff:

- * Encodes necessary data for computer entry by compiling and sorting information and establishing entry priorities.
- * Processes students and professors' documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the office of promotions for resolution.
- * Maintains data entry requirements by following data program techniques and procedures.
- * Verifies entered student, faculty, and class data by reviewing, correcting, deleting, or reentering data, combining data from both systems when account information is incomplete, and purging files to eliminate duplication of data.
- * Updates the contents of the school's official website.

As Promotion Office Staff:

- * Works closely with the director in determining the overall institutional strategy for branding, advertising, campaign and customer satisfaction.
- * Keeps the updates for campaign planning and promotional development.

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- * Prepares and sorts out promotional tools (i.e. brochures, leaflets, and website).
- * Communicates and manages campaign efforts of the school.
- * Receives inquiries and accepts offers for other promotion initiatives.

Chief Librarian

Job Description:

Is responsible for the acquisition, organization, managing and distribution of library resources, facilities and keeping the library updated to respond to the growing demands of clientele making the library an important community resource.

Duties and Responsibilities

- * To updated the with new academic resources,
- * To catalogue and classify the library materials for easy access and retrieval,
- * To conduct an annual inventory of the library resources,
- * To implement the annual plans and projects of the library,
- * To monitor the progress of the implementation of the programs and plans,
- * To prepare the annual operational budget of the library,
- * To attend to queries of clients,
- * To make an annual report of the library operations at the end of every academic period,
- * To review and implement the rules and regulations of library,
- * To review and update the information technology system of the library operations and to maintain its upkeep.
- * Manages, in collaboration with the Research Department, the exchange journal program (Quaerens) with other institutions, keeping track the subscriptions and incoming of journals,
- * To manage the library personnel through training and updating programs,
- * To perform other duties and responsibilities as recommended by the immediate authority.



Assistant Librarian

- * Manages the fund liquidations for the library operations,
- * Manages the subscription of journal collections,
- * Assists the chief librarian in the performance of duties and responsibilities,
- * Performs basic clerical works—record keeping and compilations, shelving and re-shelving of books,
- * Answer queries from clients,
- * Assists in the display of newly acquired materials,
- * Performs other tasks and responsibilities as recommended by the immediate head.

Library Staff

- * Maintains cleanliness of the library,
- * Address requests for photocopying, binding and other services,
- * Shelves newly acquired books,
- * Re-selves used books,
- * Monitors the upkeep of library equipments, table chairs, cleaning materials, air-conditioning,
- * Performs the binding works of the journals,
- * Maintains the upkeep of the binding facilities.
- * Performs other tasks and responsibilities as determined by the immediate head.

Finance Office Administrative Assistant

As Cashier:

Job Purpose:

Efficient and accurate handling and reporting of Cash collections and cash disbursement

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Duties and Responsibilities

- * Accepts payments from students or superior or priors of congregations and pious groups and issues the corresponding official receipts,
- * Ensures that collections are deposited to the appropriate back accounts,
- * Generates teller's reports and forwards the supporting official receipts and deposits slips to the appropriate head,
- * Maintains records of billing/payments e.g. electricity and water
- * Prepares cash deposit slip,
- * Releases checks to suppliers, creditors and other clients,
- * Prepares monthly schedule of Cash and Cash Equivalents

As Payroll Officer

Job Purpose:

Accurate and timely preparation/submission of payroll and payroll related schedules. Accurate and timely recordkeeping and financial reporting.

Duties and Responsibilities:

- * Receives and encodes pertinent forms and documents necessary in the preparation of payroll: Absences and tardiness report, information sheets for new employees. Substitution report, overtime report, dully filled-out advances form.
- * Generate payslips for distribution to employees,
- * Prepares entries to take up salaries and other payroll related accounts
- * Prepares and submits contribution and report to SSS, Philhealth and Pag-ibig,
- * Prepares and submits BIR related reports at year end e.g. alphalist,
- * Prepares and distributes BIR Form 2316
- * Maintains individual employees file (accounting 201 File) for payroll purposes.



As Receivable In-charge

Job Purpose:

Effective and efficient maintenance and collection of student's accounts and other receivables.

Duties and Responsibilities:

- * Prepares monthly and annual accounts receivable schedules, including aging of accounts
- * Makes an assessment of students during enrolments,
- * Check posts tuition fees paid through banks,
- * Follows-up overdue students' accounts and promissory notes.

As Disbursement In-Charge

Job Purpose:

Efficient and accurate preparation and maintenance of check disbursement.

Duties and Responsibilities:

- * Sorts, computes and checks the veracity of documents such as invoices, statements of accounts, purchase orders, contracts billings and other requests or payments,
- * Ensures correct account charging,
- * Prepares check and check vouchers,
- * Files original vouchers and supporting documents,
- * Prepares monthly accounts payables,
- * Prepares journal vouchers for year-end adjustments and related accruals

As Junior Accountant

Job Purpose:

Timely and accurate preparation of books of accounts, financial statements and other related reports

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Duties and Responsibilities:

- * Supervises recording in the cash receipts and checks disbursements books,
- * Prepares and records journal entries in the general journal,
- * Posts transactions to the general ledger,
- * Reconciles all transactions in the books of accounts with the computerized accounting system,
- * Makes necessary verification as to correctness of subsidiary ledgers,
- * Audits liquidation of cash advances,
- * Prepares bank reconciliation statements for all banks
- * Maintain records and loans with Provincialate
- * Prepares regular monthly and annual financial reports and statements,
- * Consolidates annual financial reports and statements,
- * Prepares pertinent reports/schedules for internal and external audit purposes.

Maintenance Officer:

Job Purpose:

Maintains cleanliness of classrooms and comfort rooms, Offices, and performs other errands related to RST operations.

Duties and Responsibilities:

- * Cleans the Classrooms, Comfort rooms and Student Lounge
- * Maintains the upkeep of the Professors' lounge: cleanliness,
- * Prepares coffee, drinks and snacks,
- * Maintains cleanliness with student lounges, and prepares the snacks and coffee,
- * Helps in the setting up for Thesis Proposal Defense and Thesis Final Defense,
- * Helps in the preparation for Institutional Activities: Planning, Graduations, Communio, Christmas Party etc.,
- * Monitors the upkeep of RST classroom facilities (chairs, tables, lighting and sound systems), CRs (leakages, broken faucets) reports immediately for immediate action,
- * Performs other functions deemed necessary by immediate head or in-charge.



Schedule of the Activities and Operations

The following is the schedule of activities of offices to ensure the continuous operation of the institution and smooth transition from one term to another. The following are the acronyms used in the schedule:

D-AA	Dean's Administrative Assistant
R&D-AA	Research and Development Administrative Assistant
HR-AA	Human Resource Administrative Assistant
R&P-AA	Records and Promotion Administrative Assistant
MO	Maintenance Officer
RTSF	Recoletos Theology Student Forum
FO-AA	Finance Office Administrative Assistant
wmo	Whole Month
SB	School Board

June		
Activities	Sched	Admin Asst
Preparation or Plotting of Curricular Offerings for the succeeding school year	1 st wk	D-AA
Preparation of School Fees	1 st wk	FO-AA
Approval of Curricular Offering and School Fees	2 nd wk	SC
Encoding of Curricular offering and school fees to the SIS	3 rd wk	RP-AA
Clearing of back accounts	wmo	FO-AA
Closing of SIS operation of previous school year	4 th wk	FO-AA

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July		
Activities	Sched	Admin Asst
Assigning of Professors (Communication letter)	1st wk	D-AA
Assigning of Classrooms	1st wk	D-AA
Inquiries and Entrance Examinations	wmo	D-AA
Crediting of Courses for Transferees	wmo	(Dean)
Posting of Class Schedules	2 nd	D-AA
Release of TOR	wmo	R&P-AA
Distribution of Quaerens (Vol 1) – subscriptions	wmo	R&D-AA
Preparation of Reports for BOT Meeting	wmo	All AA
Vacation		

August		
Activities	Sched	Admin Asst
Enrolment	1 st wk	D-AA
Encoding of Subjects to SIS	1 st wk	R&P-AA
Printing and Release of Student IDs	1 st wk	R&P AA
Change and Dropping of Subjects	3 rd wk	(Dean) R&P-AA
Acceptance of Credentials	wmo	R&P-AA
Release of Study Loads	2 nd wk	R&P-AA
Collection of Enrolment Fee (First Payment)	2 nd wk	FO-AA
Orientation (Distribution of Student Manual)	1 st wk	D-AA
Release of Class List to Professors	2 nd wk	R&P-AA



Mass to the Holy Spirit (communication dissemination)	1 st wk	D-AA
Preparation of Articles for Quaerens (no. 1)	wmo	R&D-AA
Article Refereeing (Quaerens) (no. 1)	wmo	R&D-AA

September		
Activities	Sched	Admin Asst
Quaerens Lay outing (no.1)	wmo	R&D-AA

October		
Activities	Sched	Admin Asst
Editing Quaerens (no. 2)	wmo	R&D-AA
Collection of School Fees (Second Payment)	3 rd wk	FO-AA

November		
Activities	Sched	Admin Asst
Release of Grading Sheets to Professors	3 rd wk	(Dean)
Conduct of Evaluation of Professors	1 st wk	HR-AA
Collation and Tabulation of Evaluation results	wmo	HR-AA
Communicate to Panelists for Thesis Proposal Defense	wmo	R&d-AA
Communication with Panelist for Thesis Final Defense	wmo	R&D-AA

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Scheduling of Final Defense	wmo	R&D-AA
Printing of Quaerens (No. 2)	wmo	R&D-AA

December		
Activities	Sched	Admin Asst
Encoding of First Semester Final Examination Grades	2 nd wk	R&p-AA
Full Collection of first Semester Fees	2 nd wk	FO-AA
Communication of the Result of Classroom Evaluation of Professors (First Semester)	2 nd wk	HR-AA
Distribution of comprehensive Examination Coverage	1 st wk	D-AA
Christmas Lunch	2 nd wk	RSTF
Schedule of Defense (Final Thesis D)	wmo	R&D-AA
Encoding of Subject Offering to SIS (2 nd Sem)	2 nd wk	R&P-AA
Subject Plotting	2 nd wk	D-AA
Final Thesis Defense	wmo	R&D-AA

January		
Activities	Sched	Admin Asst
Sending Letter of invitation for Comprehensive Exams (to Professors)	2 nd wk	D-AA
Distribution of requisites for Comprehensive Exams	2 nd wk	D-AA
Thesis Proposal Defense	wmo	R&D-AA
Continuation of Final Thesis Defense	wmo	R&D-AA
Distribution of Quaerens (Vol 2)	wmo	R&D-AA



Consolidation of Grades (Final Thesis Defense)	wmo	R&D-AA
Prepare Final Thesis Form for Submission to CHed	wmo	R&D-AA
Release of Student Grades for First Semester	3 rd wk	Registrar's AA
Encoding of Grades (First Semester)	2 nd wk	R&D-AA
Collect Grading Sheets from Professors	1 st -2 nd wks	D-AA
Release Class list to Professors (Second Semester)	2 nd wk	R&P-AA
Posting of Class Schedules	1 st wk	D-AA
Preparation and Release of Study Loads	2 nd wk	Registrar's AA
Assigning of Classrooms	2 nd wk	Dean's AA
Communication to Loads of Professors	2 nd wk	Dean's AA
Distribution of Forms for Graduation	2 nd wk	R&P-AA

February		
Activities	Sched	Admin Asst
Collection/follow up of Down payments	1 st	FO-AA
Scheduling of Proposal Defense	wmo	R&D-AA
Forwarding of Thesis Final Grades to Dean and Registrar	wmo	R&D-AA

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March		
Activities	Sched	Admin Asst
Proposal Defense	wmo	R&D-AA
Consolidation and Grade Computation for Proposal D	wmo	R&D-AA
Preparation of Articles for Quaerens (No. 1)	wmo	R&D-AA
Refereeing of Quaerens' Articles	wmo	R&D-AA
Distribution of Quaerens (No. 2)	wmo	R&D-AA

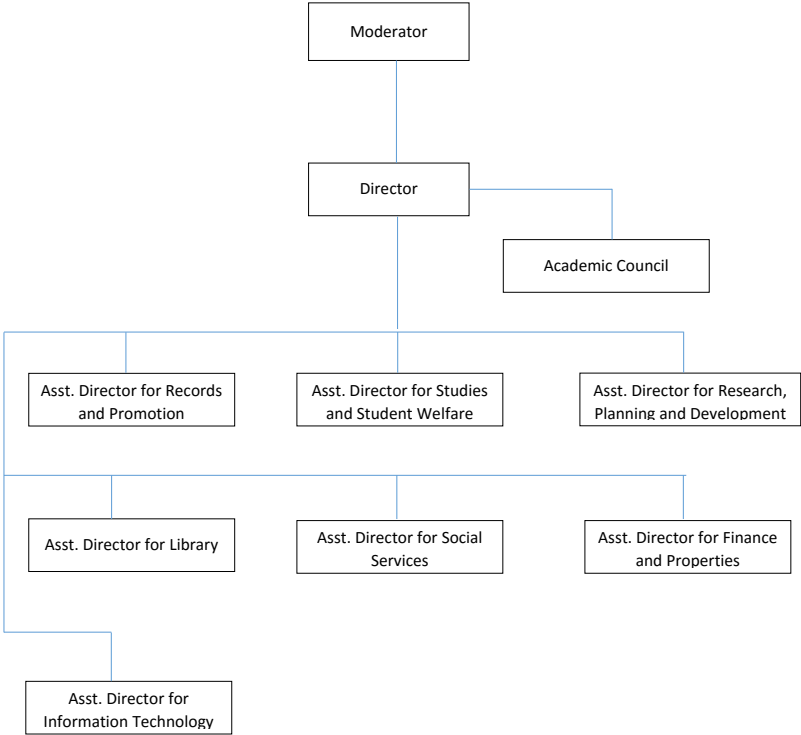
April		
Activities	Sched	Admin Asst
Release of Grading sheets to Professors (Final Exams)	4 th wk	R&P-AA
Classroom Evaluation of Professors	2 nd wk	HR-AA
Laying out of Quaerens (No. 1)	wmo	R&D-AA
Determination of Candidates for Graduation	1 st	R&P-AA

May		
Activities	Sched	Admin Asst
Collecting of Grading Sheets from Professors	4 th wk	R&P-AA
Collation and Tabulation of Professors' Classroom Evaluation Results	wmo	HR-AA
Final Editing of Quaerens	1 st -2 nd wks	R&D-AA
Forwarding of Grades (Proposal Defense)	wmo	R&D-AA
Preparation of Snacks for Comprehensive Exams	3 rd wk	D-AA



Determination of Honors and Awards	2 nd wk	D-AA R&P-AA
Grade Encoding and Computation	2 nd wk	R&P-AA
Preparation and Lay-outing of Graduation Invitations	2 nd wk	R&P-AA
Sending of Graduation Invitations	2 nd wk	D-AA
Preparation of Togas	3 rd wk	D-AA
Preparation of Medals and Awards	2 rd wk	R&P-AA
Snacks and Refreshment	4 th wk	RTSF

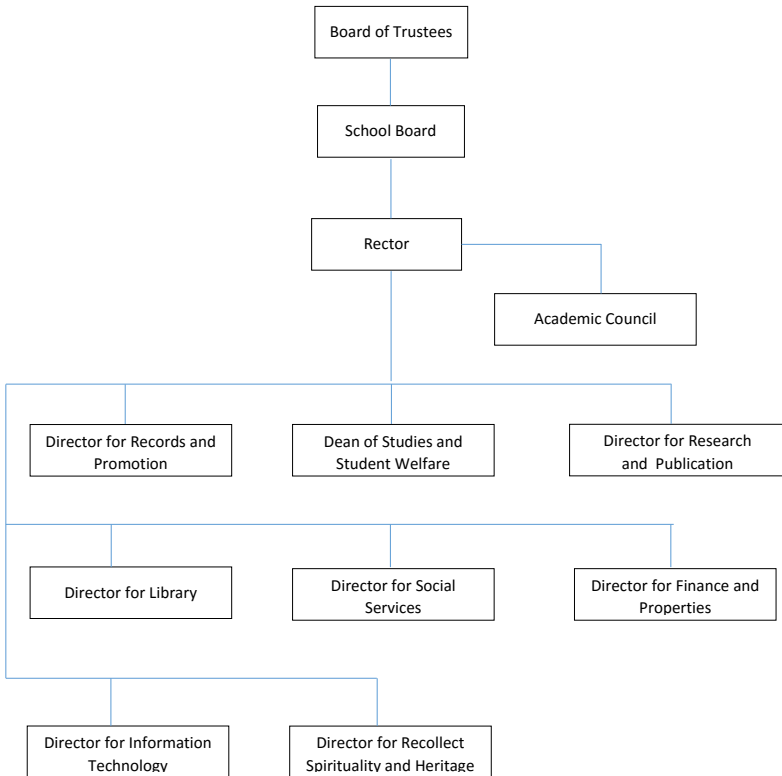
Organization Structure (As UST Affiliate)





Organizational Structure

(As CHED Recognized Higher Institutional Institution)



Organizational Structure: Administrative Assistant and Maintenance Personnel

