

Committee Assignments of the College of Pharmacy-University of the Philippines Manila For the AY 2023-2024

QA Focal Person:	Charles Mandy G. Ayran
ISO Focal Person:	Ethel Andrea C. Ladignon
Freedom of Information (FOI) Receiving Officer	Patrick Junard S. Regidor
Research Coordinator:	Joanna J. Orejola
Safety Officer:	Majencia L. Guce
Biosafety Officer:	Levi Letlet H. Larcia II
Health Officer:	Erica Nicole J. Tayko
Student Relations Officer:	Maria Patricia S. Ugalde
Alumni Relations Officer:	Margarita M. Gutierrez
RSA Coordinator:	Margarita M. Gutierrez
Over-all Internship Coordinator:	Clinton B. Gomez
CHDP Coordinator:	Frances Lois U. Ngo
NSTP Coordinator:	Robertson G. Rivera
OIL Coordinator:	Czarina Dominique R. Delos Santos
Graduate Program Coordinator	Raymond Fernando B. Yu
Gender Focal Point Person:	Judilynn N. Solidum
Faculty-In-Charge for PBB:	Patrick Junard S. Regidor
COVID-19 Focal Point Persons:	Joanna J. Orejola (Faculty); Maria Patricia S. Ugalde (Students); Majencia L. Guce (Staff)
CANVAS (LMS) Point Persons:	Clinton B. Gomez (IP); Vince Lambert H. Padilla (Pharm. Chem.); Frances Lois U. Ngo (Pharmacy)
Building Manager:	Majencia L. Guce
Building Manager Assistants:	Edric E. Rico (First floor) Benjamin N. Santos III (Second floor) Emmanuel B. Ofredo (Third floor) Jonathan B. Cervantes (Fourth floor)
College Recognition:	Pharm Chem Department
College Reception:	IP Department
White Coat Ceremony:	Pharm Department
Flag Ceremony:	Admin Office

COLLEGE COMMITTEES

Committee	Functions/ Roles/ Expectations	Composition	Related Assignments
Executive Committee	<ul style="list-style-type: none"> - Formulate relevant administrative and academic policies - Serve as the communication channel to the rest of the administrative staff and faculty in the departments - Serve as the decision-making and action-taking body on specific Department and/or College issues - Plans for the improvement of physical facilities of the College - Look for potential donors in partnership with the alumni 	Chair: Francis R. Capule Members: Charles Mandy G. Ayran Joanna J. Orejola Mac Ardy J. Gloria Ethel Andrea C. Ladignon	
College Academic Personnel Committee	<ul style="list-style-type: none"> - Approve new appointments and renewal of appointments - Assists the Dean in setting up details for the implementation of policies, rules, standards, or general guidelines formulated by the APFC - Reviews the recommendations submitted by the DAPC on recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, faculty grants and promotion of the academic personnel of the College - Act on cases of disagreements between the chair and the members of the DAPC, particularly on personnel matters 	Chair: Francis R. Capule Secretary and Junior Faculty Representative: Czarina Dominique R. Delos Santos Members: Joanna J. Orejola Mac Ardy J. Gloria Ethel Andrea C. Ladignon Non-voting members: Majencia L. Guce Charles Mandy G. Ayran	
Human Resource Merit Promotion Board (concurrently the Personnel Evaluation Review Committee (PERC))	<ul style="list-style-type: none"> - Evaluate qualifications of the candidates for original appointment, promotion, transfer, and other personnel movements - Review the recommendations for availment of study leaves and training courses of the administrative personnel 	Chair: Francis R. Capule Members: Majencia L. Guce Joebelle A. Cervantes Perlito I. Macalintal	

for the administrative personnel of the University)	<ul style="list-style-type: none"> - Implement policies, rules, standards or general guidelines for recruitment and selection based on the UP Merit Selection Plan - Act on complaints against personnel actions and spearhead plans for staff development activities - Conciliate/ mediate conflicts arising from the implementation of the Performance Evaluation System (PES) in the College <p>- <i>Ref: Memorandum No. RLA-2010-036</i></p>	Benjamin N. Santos III Daisy A. Angeles	
Committee on Curriculum	<ul style="list-style-type: none"> - Formulate and implement guidelines for formative and summative evaluation of curricula - Complete summative evaluations that will serve as additional evidence for recommendation to revise the curricula - Review proposals for new academic programs 	<p>Chair: Joanna V. Toralba Co-Chair: Mac Ardy J. Gloria</p> <p>Members: Vince Lambert H. Padilla Jarvin Enosh Tan Margarita M. Gutierrez</p> <p>Non-voting: Ma. Xienina A. Trinidad Paolo Roliz S. Gamboa</p> <p>Advisers: Imelda G. Peña Yolanda R. Robles</p>	College Representative to University Curriculum Committee: Joanna V. Toralba
Committee on Admissions and Scholarships	<ul style="list-style-type: none"> - Provide recommendations for recipients of scholarships - Review the existing policy and process of College regarding its scholarship programs - Evaluate requests for readmission of delinquent students and admissions of transferees and/or shiftees 	<p>Chair: Charles Mandy G. Ayrán</p> <p>Members: Jean Flor C. Casauay Joanna J. Orejola Mac Ardy J. Gloria Clinton B. Gomez Czarina Dominique R. Delos Santos</p>	

		<p>Non-voting: Joebelle A. Cervantes</p> <p>Student representative: Kaizen M. Armada <i>3rd Year BS Pharmacy Batch Representative (to be filled during special elections)</i></p>	
Committee on Quality Assurance	<ul style="list-style-type: none"> - Spearhead quality assurance mechanism of the College such as PAASCU re-accreditation - Design mechanisms that will facilitate proper documentation 	<p>Chair: Charles Mandy G. Ayrán Co-Chair: Jean Flor C. Casauay</p> <p>Members: Clinton B. Gomez Czarina Dominique R. Delos Santos Raymond Fernando B. Yu Majencia L. Guce Daisy A. Angeles</p>	<p>Special Committee on CHED COE Chair: Joanna V. Toralba Co-Chair: Ethel Andrea C. Ladignon Members: Heads of the different subcommittees</p>
Committee on Graduate Program	<ul style="list-style-type: none"> - Implement formulated policies and/or guidelines both at the College and University levels, for the efficient processing of documentary requirements and other academic matters relevant to graduate programs - Screen incoming applicants/ students for graduate programs - Assign program adviser of each new graduate student to a member of the Committee - Develop proposals for revisions of existing graduate program and proposals for new graduate program/s 	<p>Chair: Raymond Fernando B. Yu</p> <p>Members: Clinton B. Gomez Imelda G. Peña Joebelle A. Cervantes</p> <p>Advisers: Yolanda R. Robles Judilynn N. Solidum</p> <p>Program advisers: Imelda G. Peña (MS Pharmacy (Hospital Pharmacy Track))</p>	

		Joanna V. Toralba (MS Pharmacy (Pharmaceutical Chemistry Track)) Ethel Andrea C. Ladignon (MS Pharmacy (Industrial Pharmacy Track)) Ethel Andrea C. Ladignon (MS Pharmaceutical Sciences) Margarita M. Gutierrez (MS Social and Administrative Pharmacy)	
Committee on Learning, Teaching and Mentoring	<ul style="list-style-type: none"> - Provide recommendations during call for awards (i.e. outstanding teacher, etc.) based on performance - Suggest activities and projects to improve teaching capabilities and skills - Prepare all pertinent document for the nomination of faculty members for awards granted to teachers <p>Check the student evaluation of teachers</p> <ul style="list-style-type: none"> - Report non-performing members - Review and propose tool/s for evaluation of teachers 	Chair: Margarita M. Gutierrez Members: Joanna V. Toralba Bienvenido S. Balotro Clinton B. Gomez Levi Letlet H. Larcia II Adviser: Yolanda R. Robles Imelda G. Peña Judilynn N. Solidum	College Representative to University Committee on Remote Learning/ Committee on Instruction - Margarita M. Gutierrez
Committee on Continuing Education and Extension Services	<ul style="list-style-type: none"> - Compile and submit records of the College's CE services to the University Committee on CE - Monitor and ensure that all CE activity of the College comply with University rules and/or guidelines on CE and Extension Services including Linkages - Organize and coordinate with partner institutions for College-initiated CE activities - The Committee Chair shall coordinate with the Office of the Dean for proper remittance of shared income after each CE activity 	Chair: Mac Ardy J. Gloria Co-chair: Erica Nicole J. Tayko Members: Yolanda R. Robles Imelda G. Peña Melanie C. Luares Bryan Paul I. Bulatao Levi Letlet H. Larcia II New laboratory manager	

Committee on Institutional Linkages and International Relations	<ul style="list-style-type: none"> - Coordinates with local and international partners and guests and attends to the needs of visitors from these institutions - Monitors MOUs/ MOAs and coordinates with relevant offices of UPM 	<p>Chair: Czarina Dominique R. Delos Santos (OIL Coordinator) Co-Chair: Francis R. Capule</p> <p>Members: Yolanda R. Robles Majencia L. Guce Bryan Paul I. Bulatao Raymond Fernando B. Yu</p> <p>Student Representatives: Ruben C. Dizon III Nikki Valerie G. Rivera</p>	
IT/ Documentation Committee	<ul style="list-style-type: none"> - Create content and update the College website for college, content to be uploaded through IPPAO - Recommend policies and/or guidelines for website maintenance - Develop the content of its own webpage through close coordination with the IT Committee 	<p>Chair: Patrick Junard S. Regidor Co-chair: Vince Lambert H. Padilla</p> <p>Members: Czarina Dominique R. Delos Santos Daisy A. Angeles Emmanuel B. Ofredo Kenneth Ervin T. Quintos Edric E. Rico Perlito I. Macalintal Maria Patricia S. Ugalde</p> <p>Student representatives: Vea Therese R. Ladeza <i>4th Year BS Pharmaceutical Sciences Batch Representative (to be filled during special elections)</i></p>	<p>Present Chair of the Committee also serves as the Information Officer of the College (<i>coordinates with IPPAO & other agencies/groups requesting for news about the College including dissemination of news to all College constituents and FB groups</i>). He is also the web site administrator of the College and person-in-charge of the VLE.</p>

Committee on Disaster Preparedness and Emergency Response	<ul style="list-style-type: none"> - Update the organizational chart for the emergency response team for every year - Identify functions or roles and/or responsibilities of each member in the emergency response team in coordination with appropriate external response groups such as, Fire Department, PGH Emergency Team, etc. - The Committee is subdivided into ten (10) subcommittees to address different aspects of an emergency response 	<p>Chair: Robertson G. Rivera Co-chair: Benjamin N. Santos III</p> <p>Vince Lambert H. Padilla Majencia L. Guce Marianito V. Ramos Norjon P. Orlina Mark P. Morfe Jonathan B. Cervantes Perlito I. Macalintal Floyd A. Concepcion Roderick N. Soliven</p> <p>Student representatives: Ma. Xienina A. Trinidad Veah Joy P. Repospolo</p>	
Committee on Internship	<ul style="list-style-type: none"> - Prepare memoranda of agreement (MOA) with various institutions - Prepare and update modules of internship - Monitor interns 	<p>Overall Chair: Clinton B. Gomez</p> <p>Manufacturing Coordinator: BSP: Imelda G. Peña BSPS: Clinton B. Gomez</p> <p>Community Pharmacy Coordinator BSP: Mac Ardy J. Gloria BSPS: Patrick Junard S. Regidor</p> <p>Hospital Pharmacy Coordinator BSP: Erica Nicole J. Tayko BSPS: Robertson G. Rivera</p>	

		<p>SAP/ PH and Regulatory Pharmacy Coordinator BSP: Margarita M. Gutierrez BSPS: Ethel Andrea C. Ladignon</p> <p>Institutional Pharmacy Coordinator BSP: Jarvin Enosh Tan BSPS: Czarina Dominique R. Delos Santos</p> <p>Primary Health Care Pharmacy Coordinator: Frances Lois U. Ngo</p> <p>CHDP Coordinator: Frances Lois U. Ngo</p>	
Committee on Library Resources	<ul style="list-style-type: none"> - Recommend materials or resources for inclusion in library collections - Formulate guidelines/ policies in the daily operations of the library - Identify needs of the library and recommend to the College administration - Review budget allocations for CP library 	<p>Chair: Bryan Paul I. Bulatao</p> <p>Members: Alfred E. Dalmacio (Librarian) Jay-ar Romulo (Librarian) Anthony C. Tocayon Jarvin Enosh Tan Noel N. Leaño Erica Nicole J. Tayko</p>	
Committee on Student Activities and Welfare	<ul style="list-style-type: none"> - Monitor performance and activities of all student organizations in the College - Prepare and implement orientation program for student organizations - Prepare and implement guidelines for all student activities 	<p>Chair: Maria Patricia S. Ugalde</p> <p>Members: Jean Flor C. Casauay Robertson G. Rivera Jarvin Enosh Tan</p>	

	<ul style="list-style-type: none"> - Coordinate with College student council on formulation of guidelines for elections, election process, etc. - Report to the College administration pertinent proposed rules for implementation related to student activities and welfare, projects, etc. - Student Relations Officer coordinates with Office of Student Affairs for relevant policies 	<p>Vince Lambert H. Padilla</p> <p>Student representatives: Veah Therese R. Ladeza Kyra Angel S. Barbarona</p> <p>Adviser: Charles Mandy G. Ayran</p>	
Return Service Agreement (RSA) Committee/ Alumni Relations Committee	<ul style="list-style-type: none"> - Create guidelines on the implementation of the RSA at the College level - Oversee the implementation of the RSA guidelines - In coordination with UPCPAI and UPCPAFI, organize and coordinate alumni engagement events, outreach and projects - Maintain regular communication with alumni through newsletters, emails, social media, and other channels - Maintain and update records of alumni accomplishments, career paths, and contributions to the institution - Collaborate with various departments within the educational institution to enhance alumni engagement and ensure a seamless experience for both alumni and current students 	<p>Chair: Margarita M. Gutierrez (RSA Coordinator)</p> <p>Co-chair: Charles Mandy G. Ayran</p> <p>Members: Jean Flor C. Casauay Judilynn N. Solidum Vince Lambert H. Padilla Melanie C. Luares Jobelle A. Cervantes Frances Lois U. Ngo</p> <p>Student representative: Kathreen Ashley T. Reforsado Romer P. Valdez</p>	
Performance Management Team	<ul style="list-style-type: none"> - Recommends annual performance targets in all areas of operation - Facilitates the timely documentation of the accomplishments of the College - Files quarterly and year-end report of performance 	<p>Chair: Patrick Junard S. Regidor</p> <p>Members: Ethel Andrea C. Ladignon Robertson G. Rivera Majencia L. Guce Frances Lois U. Ngo Bienvenido S. Balotro</p>	<p>University PBB Coordinator to the Colleges - Joanna V. Toralba</p> <p>Some functions of PMT will be under QA PMT = PBB+QA QA = IAADS+PBB+AUN+PAASCCU External QA = AUN+PAASCU</p>

		Adviser: Joanna V. Toralba	
Health and Safety Committee	<ul style="list-style-type: none"> - Implement UPM HSC programs and policies at the college level - Participate in training, seminar, or workshop that will be organized by the UPM HSC - Assist UP Manila in addressing health and safety issues through regular reporting to UPM HSC and recommending appropriate action 	<p>Chair: Raymond Fernando B. Yu</p> <p>Members:</p> <p>Joanna J. Orejola (COVID-19 Focal Person for Faculty)</p> <p>Erica Nicole J. Tayko (Health Officer)</p> <p>Majencia L. Guce (Safety Officer, COVID-19 Focal Person for Admin)</p> <p>Imelda G. Peña (Faculty Representative)</p> <p>Levi Letlet H. Larcia II (Biosafety Officer)</p> <p>Jonathan B. Cervantes (Administrative Staff Representative)</p> <p>Maria Patricia S. Ugalde (COVID-19 Focal Person for Students)</p> <p>New laboratory manager</p> <p>Student representatives:</p> <p>Kathreen Ashley T. Reforsado <i>4th Year BS Pharmacy Batch Representative (to be filled during special elections)</i></p>	The College Health and Safety Committee also acts as the College Institutional Biosafety and Biosecurity Committee (IBBC).
Committee on Research	<ul style="list-style-type: none"> - Recommend the research agenda and research priorities of UPCP - Formulate and implement research policies and guidelines 	<p>Chair: Joanna J. Orejola</p> <p>Members:</p> <p>Imelda G. Peña</p>	- College Rep. to the University Committee on Research Integrity - Joanna Orejola

	<ul style="list-style-type: none"> - Provide information on funding agencies and venues for dissemination of research outputs - Provide information on seminars and workshops on topics related to research - Approves and monitors all research being done in UPCP by both UPCP constituents and non-UPCP researchers - Maintains and updates registry on on-going and completed research (see UPCP Research Manual 2019 for further details) 	<p>Ethel Andrea C. Ladignon Patrick Junard S. Regidor Raymond Fernando B. Yu New laboratory manager Bryan Paul I. Bulatao</p> <p>Student representatives: Paolo Roliz S. Gamboa <i>Vice President (to be filled during special elections)</i></p>	<ul style="list-style-type: none"> - College Rep. to the University Committee on Research Publications - Francis R. Capule
Kumita Committee	<ul style="list-style-type: none"> - Plans and implements other resource generating activities for the college 	<p>Chair: Bienvenido S. Balotro</p> <p>Members: Frances Lois U. Ngo Margarita M. Gutierrez Maria Patricia S. Ugalde Bryan Paul I. Bulatao</p> <p>Student representative: Ruben C. Dizon III <i>Secretary for Finance (to be filled during the special elections)</i></p>	
Gender Committee	<ul style="list-style-type: none"> - Propose and implement programs and policies on gender sensitivity that are relevant to the College 	<p>Chair: Judilynn N. Solidum</p> <p>Members: Maria Patricia S. Ugalde Robertson G. Rivera Mark P. Morfe Anthony C. Tocayon</p> <p>Student representatives: Clark Andino R. Magada</p>	<p>The Chair of the Gender Committee is appointed as the College Representative to the Office of Anti-Sexual Harassment (OASH) of UP Manila.</p>

		<i>4th Year BS Pharmaceutical Sciences Batch Representative (to be filled during special elections)</i>	
Mental Health Promotion Committee	<ul style="list-style-type: none"> - Implement activities to improve workplace mental health - Promote mental health awareness through implementation of programs and activities for faculty, staff, and students. 	<p>Chair: Jarvin Enosh T. Tan</p> <p>Members: Yolanda R. Robles Judilynn N. Solidum Bienvenido S. Balotro Jean Flor C. Casauay Melanie C. Luares</p>	College representative to the University Mental Health Promotions Committee - Jarvin Enosh T. Tan
Telehealth Committee	<ul style="list-style-type: none"> - Develop guidelines on Telepharmacy that will benefit from teleteaching platforms - Integrate Telepharmacy in the existing Telehealth platform of UP-PGH - Organize education initiatives for Telepharmacy 	<p>Chair: Frances Lois U. Ngo</p> <p>Members: Erica Nicole J. Tayko Francis R. Capule Patrick Junard S. Regidor Aldrin Nico R. Plantado (External Consultant)</p>	

Approved by:

Francis R. Capule, RPh, MS, PhD
Dean, College of Pharmacy