



MARIANO MARCOS STATE UNIVERSITY

College of Dentistry

TOR: 2024-09-260
(05206441)

Terms of Reference for the College of Dentistry Consultant

Project Title : Hiring of a College Secretary as Consultant for the College of Dentistry to assist the Dean in the planning, implementation, and monitoring of the strategic directions & operations of the College.

Brief Background : The College of Dentistry is a newly established college of the Mariano Marcos State University, after having been granted the authority to operate and offer the Doctor of Dental Medicine program by the Commission on Higher Education effective 1st semester, SY 2024-2025, per CEB Resolution No. 405-2024. Currently, the College of Dentistry has a total of 24 freshmen enrollees, with only the Dean and an Administrative Assistant to manage and execute the functions of the college. The assistance and inputs of a consultant as College Secretary are essential to the operations of the College of Dentistry, especially in the preparation of relevant documents necessary for the renewal of the authority to operate before SY 2027-2028.

Budget and Funding : ABC for the hiring of an Administrative Consultant is 150,000

Duration : The contract is good for six (6) months

Qualifications : The College Secretary must be a licensed dentist who has strong leadership, management and communication skills; is well-informed of the operation of a College of Dentistry; knowledgeable of the dental curriculum; and, highly motivated and committed to learn the tasks and perform the demands of administrative duties and responsibilities.

- SCOPE OF WORK :**
1. To help in the preparation and compliance to the applicable laws and regulations, especially those that relate to college operations and instructions from accrediting, granting and monitoring agencies such as the Commission on Higher Education (CHED),
 2. To assist the Dean in its leadership of the College on instructions, standards, and quality operations and crisis situations



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3. To contribute in designing, development and review of curricula; and in supervising the delivery of curriculum and instruction
4. To assist in the recruitment of dental faculty members and in crafting faculty development plan
5. To help in establishing external linkage and communications related to the college's operations, maintenance and stability
6. To help ensure the viability of the operation of the college in its developmental stage by extending leadership, administrative and physical support as the college enters its first two years of authority to operate the DMD program.

Prepared by:

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Dean, College of Dentistry

Approved by:

PRIMA P. R. FRANCISCO
OIC-President