



PSU CACom

Lead. Shape. Transform.

Step into influence.

Shape academic excellence.

Build a future-ready PSU!

**Join the prestigious
Curriculum Advisory Committee now!**





CALL FOR APPLICATION

FOR CURRICULUM ADVISORY
COMMITTEE MEMBERS

Bachelor of Science in Office Administration

The following is the **composition of the Committee**:

- One (1) Student
- One (1) Faculty Member
- One (1) Alumnus
- One (1) Officer of Professional Organization
- Two (2) Heads/Supervisors of Relevant Industry
- One (1) International Partner Representative
- One (1) Gender and Development Representative



CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

Responsibilities

The **Curriculum Advisory Committee** shall serve as an external advisory body that provides expert input and strategic recommendations to ensure that the curriculum of academic programs remains responsive, future-ready, and aligned with industry and social needs.



CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) Student

Qualifications

- Currently enrolled in the program at the 4th year level
- Preferably an officer of the student organization of the program or active in academic and/or leadership activities
- With good academic standing
- Recommended by the Program Chair or College Dean





CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) Faculty

Qualifications

- One senior faculty member, preferably with an Assistant Professor to Professor academic ranks
- At least master's degree holders
- Graduated from an HEI with COE, COD, SUC Level 4, and a higher accreditation status in their master's or doctorate degrees
- Preferably with relevant experience in curriculum enhancement





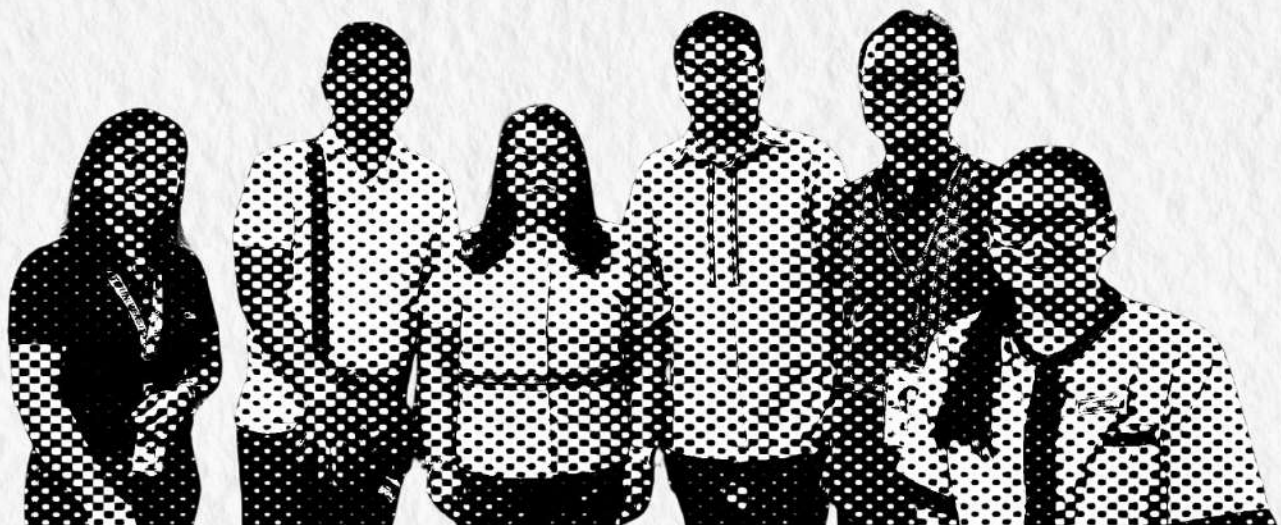
CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) Alumnus

Qualifications

- Preferably 3 years of relevant industry or professional experience
- Preferably occupying supervisory positions at local, national, or international agencies
- Employment is aligned with the program/ specialization.





CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) Member of Professional Organization

Qualifications

- Officer/member of a relevant and recognized professional organization in the field
- Member for at least two years in the organization
- Preferably a department head or program head of a relevant master's or doctorate
- Preferably with COD or COE status or SUC Level IV or higher program accreditation status
- Preferably RQAT member outside the province
- Preferably an active accreditor with at least 3 years of experience
- Not a faculty of PSU





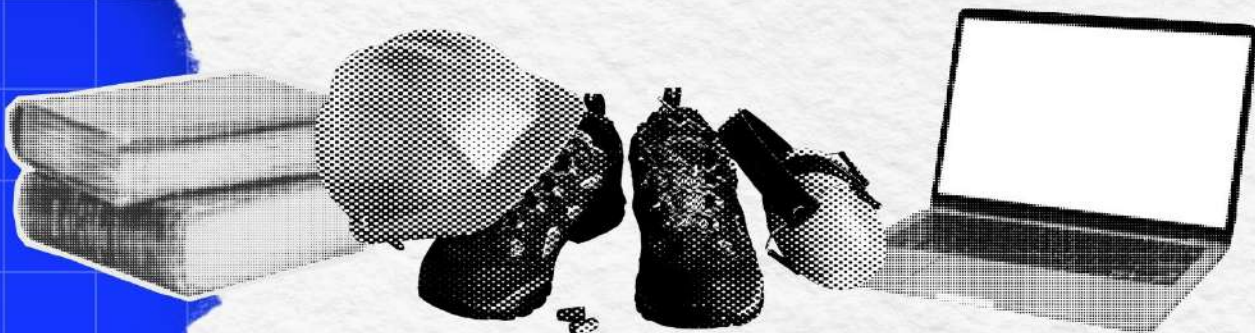
CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

Two (2) Heads/Supervisors of Relevant Industry

Qualifications

- At least 5 years of experience in a managerial or supervisory role in an industry related to the program at the national or international level
- Preferably not an alumnus/alumna of PSU or a recognized industry partner.





CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) International Partner Representative

Qualifications

- Preferably affiliated with a higher education institution, research institute, or global companies abroad.
- Preferably, the dean/program head or someone with supervisory/ managerial functions
- With experience in international academic collaboration, global education trends, or program benchmarking
- Preferably familiar with international standards, quality assurance mechanisms, and transnational education policies.





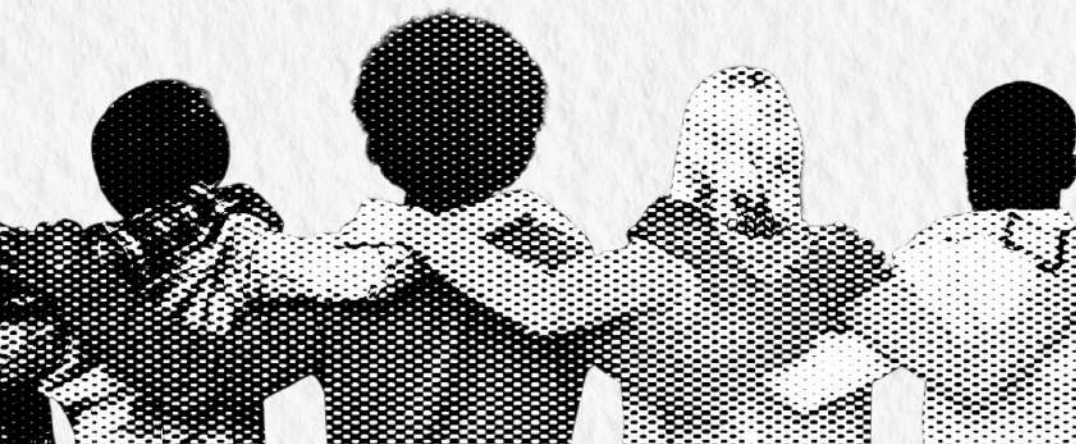
CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

One (1) Gender and Development Representative

Qualifications

- Has undergone GAD trainings
- At least two years of experience in planning, implementing, monitoring, and evaluating GAD PAPs
- Preferably from other agencies such as DOST, CHED and other SUCs





CURRICULUM ADVISORY COMMITTEE

Bachelor of Science in Office Administration

Documentary Requirements

All applicants must submit the following:

- Updated Personal Data Sheet (PDS)
- Updated Resume or Curriculum Vitae (CV)

All application documents must be sent via email to:

Dr. Cristie Marie C. Dalisay

Director for Curriculum and Instruction

ci@psu.edu.ph