

SECTION 5. Functions of the Graduate School. The Graduate School shall serve as the coordinating office for graduate programs in U.P. Diliman. It shall assist in the formulation of graduate programs, monitor and enforce compliance with standards, and foster cooperation among units with graduate programs. The Graduate School shall be headed by a Dean of Graduate Studies who shall serve for a term of three (3) years.

SECTION 6. Functions of the Undergraduate Studies. The Office of Undergraduate Studies shall assist in the formulation of undergraduate programs, monitor and enforce compliance with standards, and foster cooperation among units with undergraduate studies. The Office of Undergraduate Studies shall be headed by a Dean of Undergraduate Studies who shall serve for a term of three (3) years.

SECTION 7. Functions of the Office of Research Coordination. The Office of Research Coordination shall implement research policies, and coordinate and monitor the research activities of U.P. Diliman.

SECTION 8. Functions of Extension Coordination. The Office of Extension Coordination shall perform the following functions: (a) monitor, review and coordinate the extension activities of operating units; (b) generate data and other information needed for planning purposes or policy/rules and formulation; and, (c) enforce policies, rules, standards and basic procedures on extension services. It shall also assist in establishing linkages with government agencies.

SECTION 9. Pool of Experts. Until such time as separate offices/units provided in the Board of Regents resolution shall be required, there shall be a pool of experts drawn from the faculty and other personnel of the University to assist the Office of the Vice-Chancellor for Academic Affairs. Such experts shall be appointed on an additional assignment basis, by the Chancellor upon the recommendation of the Vice-Chancellor for Academic Affairs.

SECTION 10. Functions of the Vice-Chancellor for Administration. The Vice-Chancellor for Administration shall assist the Chancellor in the administrative management of U.P. Diliman. He shall supervise the operations of offices/units in charge of administrative services.

SECTION 11. Offices/Units Under the Supervision of the Office of the Vice-Chancellor for Administration. The following shall be under the supervision of the Vice-Chancellor for Administration:

- a. Human Resource Development Office;
- b. Accounting Office;
- c. Cash Office; and, ✓
- d. Supply and Property Management Office. 4