



REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

7 November 2022

**ADMINISTRATIVE ORDER**

No. *708* series of 2022

**TO: Academic Deans and Directors  
Faculty Members  
Bicol University**

**THRU: Dr. Amelia A. Dorosan  
Vice President for Academic Affairs**

**SUBJECT: CALL FOR LOCAL PROMOTION 2022**

This Office hereby authorizes the filling up of higher faculty plantilla positions for Bicol University effective November 2022. In view thereof, all interested faculty members are directed to update their faculty records on Educational Attainment, Academic Experience, and Length of Service covering the period from July 1, 2019 until October 31, 2022.

The following guidelines shall be observed in this year's submission and processing of applications/documents for university local promotion:

- (a) Submission of records/documents to respective Local Evaluation Committee shall be on or before November 14, 2022;
- (b) The Local Evaluation Committee shall transmit all documents submitted by the faculty members to the University Evaluation Committee on November 21, 2022 for further evaluation and deliberation by the University Faculty Merit Selection Board (UFSMB);
- (c) Service records are available at respective college/cluster administrative offices, hence there is no need for the faculty members to submit their Service record to the Local Evaluation Committee;
- (d) The basis for the evaluation for this local promotion 2022 shall be the NBC 461 8<sup>th</sup> Cycle print-out and the Education and Experience acquired from July 1, 2019 to October 31, 2022;
- (e) Accomplished IPCR for January to May 2022 shall be submitted as well through the respective administrative office following the same cut-off date.

Those who will not submit shall still be considered using the data as of July 4, 2020. Further, no documents will be accepted after the deadline which is November 14, 2022 for Local Evaluation and on November 21, 2022 for the University evaluation.

Please be guided accordingly.

  
**ARNULFO M. MASCARIÑAS**  
SUC President IV