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Office of the President

31 March 2023

ADMINISTRATIVE ORDER
No. 206 series of 2023

TO : DR. MA. JULIETA B. BORRES
Associate Professor V, Bicol University

THRU : THE COLLEGE DEAN
College of Arts and Letters

SUBJECT : DESIGNATION AS VICE-PRESIDENT FOR ACADEMIC AFFAIRS

In view of the approved sabbatical leave of Dr. Amelia A. Dorosan and to ensure responsive, efficient and effective delivery of services along academic governance of the university and in support to quality instruction, research development, and extension initiatives in accordance with the university's vision, mission, goals and the quality policy, you are hereby designated as **VICE-PRESIDENT FOR ACADEMIC AFFAIRS** effective 4 April 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as **Vice President for Academic Affairs**, you shall put in place all essential elements to achieve the University's aim of becoming SUC Level V in accordance with DBM/CHED Joint Circular No. 1, s. 2016 and the specific targets of the University particularly along academics for school year 2022-2023. Specifically, you shall perform the following duties and responsibilities:

- (a) Provide strong, innovative, and dynamic academic leadership that advocates and promotes quality instruction, advancement of student success, integrated planning to meet the educational needs of students in diverse environment.
- (b) Foster a collegial environment which encourages scholarship, teaching and learning excellence.
- (c) Assist the University President in planning, supervising, coordinating, monitoring and evaluating the academic programs of the University.
- (d) Plan, in coordination with concerned deans, directors, department chairs and faculty, the college/unit workload including schedule of classes.
- (e) Initiate the review and improvement, development, and implementation of new curricular programs including those non-traditional programs.
- (f) Provide leadership and oversight for enrolment management strategies, and initiatives to ensure smooth flow of enrolment.
- (g) Initiate the formulation and implementation of faculty development program.
- (h) Serve as advisor to the University President in matters related to curriculum and instruction, faculty selection, assignment, development and retention.
- (i) Provide leadership and oversight of assessment of faculty and student learning outcomes and college-wide as well as university accreditation of the curricular programs.
- (j) Establish a functional supervisory plan specifying monitoring schedules to ensure regular attendance of academic deans and directors, faculty members and staff in both academic instruction and meetings/conferences in university, college and departmental levels.
- (k) Serve as ex-officio chair of university committees formed to act on curriculum and instruction matters.
- (l) Supervise, coordinate, and monitor all offices/units under the jurisdiction of the Office of the Vice-President for Academic Affairs.
- (m) Perform other duties and responsibilities that may be assigned by the University President.


This designation entitles you to the monthly Representation and Transportation Expenses at such amount authorized under existing budgeting and accounting guidelines for the Office of Vice-President for Academic Affairs and to such other emoluments and allowances as may be allowed under existing compensation rules and regulations. In addition, this designation entitles you to fifteen (15) units Work Equivalent Credit (WEC) and shall be on accrued leave status during the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III, EdD
SUC President IV

I concur:



DR. MA. JULIETA B. BORRES

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All Vice Presidents
Deans/ Directors
Heads/Chiefs of Offices
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