



ISO 9001-2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

11 April 2023

ADMINISTRATIVE ORDER

No. 213 series of 2023

TO : **PROF. CARINA L. SALES**
Associate Professor IV, Bicol University

SUBJECT : **DESIGNATION AS DIRECTOR OF THE BICOL
UNIVERSITY INSTITUTE OF PHYSICAL EDUCATION
SPORTS AND RECREATION**

To ensure responsive and efficient college academic governance with particular consideration in responding promptly and diligently to the challenges and changes in the education landscape for the new and better normal, you are hereby designated as **Director of the Bicol University Institute of Physical Education Sports and Recreation** effective 12 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 **Director of BUIPESR**, you are directed to implement strategies 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 college targets for the school year 2023-2024. You shall likewise perform both academic and administrative duties and functions as provided in the BU Code of 2016 as well as perform the following specific duties and functions under the joint supervision of the four (4) Vice-Presidents.

- a) Provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic college or unit as a whole, and of the sub-units (departments and/or program) within it.
- b) Implement the approved academic programs and review and recommend for revision of the curricula as the need arises in consultation with the stakeholders of the college or university.
- c) Establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity of and among faculty and non-teaching staff and students.
- d) Build collaborative relationships among departments and programs in the College, and across the University and into the community through the conduct of regular general or department faculty meeting.
- e) Develop and implement a coherent, realistic strategic and supervisory plans which advance the vision, mission, goals and the quality policy of the University as a whole and of the college in particular.
- f) Initiate and implement an enrolment management plan consistent with the University plan, working towards improving student recruitment and retention.
- g) Create and maintain a personal data base regarding the employment and performance of all faculty and personnel within the college.
- h) Develop and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity.
- i) Ensure that accurate and timely advising is provided to all students in their respective programs to further ensure high passing rate in Licensure Examination or its equivalent.
- j) Establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the college or unit.
- k) Work with faculty and personnel to ensure adherence to accreditation standards, enhanced community engagement and excellence in instruction and research.

- l) Take the lead in the preparation of the faculty workload taking into consideration the balance in the instruction, research and extension functions of every faculty based on the existing policies of the university.
- m) Establish a functional supervisory plan specifying monitoring schedules to ensure regular attendance of faculty members and staff in both academic instruction and meetings in university, college and department levels.
- n) Manage the fiscal affairs of the college by collaborating with the various departments in coming up and in disbursing the college budget.
- o) Coordinate with other units to maintain ISO 9001-2015 certification as well as the Institutional Sustainability Assessment level of the University.
- p) Perform other related functions that may be assigned by higher authorities.

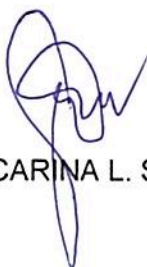
This designation entitles you to fifteen (15) units Workload Equivalent Credit (WEC) and to Reimbursable Office Representation not to exceed Ten Thousand Pesos (P 10,000.00) per month in accordance with government accounting and auditing rules and regulations. You shall also be on accrued leave status for the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



PROF. CARINA L. SALES

Copy furnished:
All Vice-Presidents
Deans & Directors
HRMO
COA
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