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SOCOTEC SCP000722Q

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Office of the President

11 April 2023

ADMINISTRATIVE ORDER

No. 227 series 2023

TO: PROF. MA. JANESA A. REYES
Associate Professor III, BUCIT

THRU: DR. JONATHAN C. ARROCO
Dean, BUCIT

SUBJECT: Designation as Director of Bicol Regional Food Innovation and Commercialization Center (BRFICC)

To ensure effective and responsive delivery of services in the Bicol Regional Food Innovation and Commercialization Center (BRFICC), **PROF. JANESA A. REYES**, Associate Professor III of this University is hereby re-designated as **Director of Bicol Regional Food Innovation and Commercialization Center (BRFICC)** for SY 2023-2024, effective 12 April 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as Director of the BRFICC, you shall perform the following duties and functions:

- (a) Organize and activate the Bicol Regional Food Innovation and Commercialization Center (BRFICC) in close coordination with the Dean of BU College of Industrial Technology and other concerned colleges, units or centers of the University.
- (b) Provide overall supervision of the Center's operation.
- (c) Initiate and implement research and extension activities through BRFICC programs.
- (d) Capacitate concerned personnel for the development of food products utilizing the DOST developed food processing equipment and Bicol local resources.
- (e) Create linkages with government and non-government agencies in support to the University and Center's direction.
- (f) Take the lead in the provision of technical training on production/processing technologies and key aspects for food processing such as Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point (HACCP), Cleaner Production Technologies (CPT), and other specific training requirements.
- (g) Supervise the technical and productivity consultancy/advisory services on the design determination of appropriate packaging materials including design labels that are compliant to market and regulatory requirements.
- (h) Develop information, educational and communication (IEC) materials which may be used to advertise the use of food processing and packaging equipment for product and/or process, and package technologies from the developed prototypes.
- (i) Generate income to augment the center operation as food product development and service provider in the region.
- (j) Account for external communication with clients and potential clients.
- (k) Provide assistance to various MSMEs and other clientele through seminars, workshops and trainings.
- (l) Supervise and monitor the performance of the center's personnel and conducts regular Focus Group Discussion (FGD) to solicit information on technology needs and feedback from MSMEs, stakeholders and other linkages.
- (m) Perform other related functions that may be assigned from time to time by higher authorities.

This designation entitles you to twelve (12) units Workload Equivalent Credit (WEC) and you shall 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:

MA. JANESA A. REYES

Cc:

VPs, Deans/Directors, Heads/Chiefs of Offices, HRMO, COA, File