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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

12 April 2023

ADMINISTRATIVE ORDER

No. 234 series of 2023

TO: **Dr. Maria Teresa M. Abainza**
Associate Professor III, Bicol University

THRU: **Dr. Lorna M. Miña**
Dean, BU College of Education

SUBJECT: **Designation as Head of the Bicol University College of Education Integrated Laboratory School High School Department (BUCEILS-HS)**

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 **Head of the Bicol University College of Education Integrated Laboratory School High School Department** effective 17 April 2023, until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

As Head of BUCEILS-HS department, you shall perform the following duties and functions:

- (a) Administer and supervise the implementation of the BUCEILS- High School department curriculum and Senior High School curriculum under the K to 12 program.
- (b) Supervise the implementation of the BUCEILS-HS program and academic activities of the faculty members.
- (c) Prepare the schedule of classes for the BUCEILS-HS in coordination with the faculty members.
- (d) Plan with the faculty members the in-service and other enhancement activities beneficial to the department.
- (e) Prepare and submit accomplishment report and other reports required by this office and other statutory and regulatory bodies.
- (f) Perform other functions as may be assigned by higher authorities.

This designation entitles you to twelve (12) units of 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. TERESA M. ABAINZA

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