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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

11 April 2023

ADMINISTRATIVE ORDER

No. **242** series of 2023

TO: DR. HENNIE P. LOMIBAO
Professor VI, BU College of Education

THRU: DR. LORNA M. MIÑA
Dean, BUCE

SUBJECT: DESIGNATION AS DEAN OF THE OFFICE OF ADMISSIONS

To ensure efficient, effective and responsive delivery of services at the Office of Admissions of Bicol University, you are hereby designated as **Dean of the Admissions Office** for SY 2023-2024, 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 **Dean of the Office of Admissions**, you shall perform the following duties and functions as well as work for the attainment of the following targets:

- (a) Manage the Admissions Office and its personnel, programs, projects and activities;
- (b) Develop and propose policies, programs and projects including research undertakings designed to improve the system of admissions and course program placements of students, in coordination with relevant offices;
- (c) Prepare the work and financial plan and submit the required reports pertinent to the disbursement of funds;
- (d) Recommend the hiring of needed manpower (casual employees and student assistants) in the Admissions Office;
- (e) Evaluate the work performance of the staff including the student assistants and the faculty members rendering service in the Admissions Office for leave credits;
- (f) Submit accomplishment reports and required by the Administration.
- (g) Establish whenever possible linkages with other institutions and agencies which will redound to improved admission procedure and related system in the University;
- (h) Take charge of such University Publication such as catalogues, directories, and announcements pertaining to admissions; and
- (i) Perform other tasks that may be assigned by the University President.

This designation entitles you to twelve (12) units of Workload Equivalent Credit (WEC) and to Reimbursable Office Representation not to Exceed Five Thousand Pesos (Php 5,000.00) per month in accordance with government accounting and auditing rules and regulations. In addition, you shall be on accrued leave status for the duration of your designation.

Please be guided accordingly.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:

DR. HENNIE P. LOMIBAO

Cc:

Vice Presidents
Deans & Directors
Heads of Offices
HRMO, COA & File