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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

24 April 2023

**ADMINISTRATIVE ORDER**

No. 245 series 2023

**TO : DR. LETICIA M. LOPEZ**  
Professor II, Bicol University

**THRU : THE DEAN**  
College of Arts and Letters

**SUBJECT : DESIGNATION AS DIRECTOR OF THE BICOL  
UNIVERSITY LANGUAGE CENTER**

To ensure effective, responsive and efficient delivery of services at the Bicol University Language Center, **DR. LETICIA M. LOPEZ**, Professor II of this University is hereby designated as **DIRECTOR OF THE BU LANGUAGE CENTER** for SY 2023-2024 effective 2 May 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 the BU Language Center**, you shall continue to strengthen the BU Language Center to take the lead in continuing language programs to promote the development of world languages, prepare language program proposals for implementation in response to the challenge of ASEAN Integration and the Basic Education Reform such as the K to 12 program. Specifically, you shall perform the following duties and functions:

- (a) Initiate plans to explore and establish linkage with universities abroad and international organizations for the conduct of language training programs.
- (b) Oversee and monitor the conduct of short-term training courses to foreign students intending to study in the University or in any of the universities in the country.
- (c) Supervise the awarding of certificate of completion to students who underwent the training course.
- (d) 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 a regular assessment of your performance.

Please be guided accordingly.

**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

I concur:

**DR. LETICIA M. LOPEZ**

Copy Furnished:  
All VPs  
Deans/Directors  
Heads of Offices  
COA, File