



Office of the President

5 May 2023

ADMINISTRATIVE ORDER
No. 293 series 2023

TO : MR. RAMON GIAN A. BRON
Instructor II, BUPC

THRU : DR. MARY JOY B. CATANGUI
Dean, BUPC

SUBJECT : DESIGNATION AS TECHNICAL STAFF FOR EDUCATIONAL
MEDIA AND TECHNOLOGY AT THE OFFICE OF THE VICE
PRESIDENT FOR ACADEMIC AFFAIRS

Under the immediate supervision of the Vice President for Academic Affairs (VPAA) and to ensure responsive, efficient, and effective delivery of services along academic governance of the university, you are hereby designated as **Technical Staff for Educational Media and Technology** at the Office of the VPAA for School Year 2023 -2024, effective **May 24, 2023** or until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations. As such, you shall perform the following specific assignments:

- (a) Develop and maintain a database of all program offerings, circulars, and other regulatory issuances, as well as other relevant information for curriculum and instruction
- (b) Review program offerings, class schedules, and faculty loads to ensure compliance with existing internal and relevant external rules and guidelines;
- (c) Coordinate and consult with program chairs, college registrars, Deans/coordinators, and Deans/coordinators for enrollment management, and recommend to the VPAA methods and initiatives to further strengthen the University's enrollment system.
- (d) Create and maintain monitoring and facilitation systems and tools for academic programs and processes.
- (e) Coordinate with the program chairs, college deans on matters concerning instruction or curriculum;
- (f) Closely coordinate with the IQA regarding quality standards and the accreditation status of the University's curricular programs.
- (g) Assist the VPAA in implementing the functional supervisory plan.
- (h) Assist the VPAA in the preparation of academic-related reports, proposals, and policies;
- (i) Assist the VPAA in all University curricular and co-curricular committees.
- (j) Assist in the formulation and implementation of faculty development programs.
- (k) Provide updates on the current developments in educational media and technology, as well as identify technology gaps in (a) Curriculum and (b) Instruction and, if necessary, assist in bridging these gaps.
- (l) Assist in academic leadership campaigns and advocacy to promote excellent instruction, student achievement, and integrated planning to fulfill students' educational needs.
- (m) Perform other duties and responsibilities as assigned by the VPAA.

Your designation entitles you to nine (9) units Workload Equivalent Credit (WEC) and you shall be on accrued leave status during 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:


RAMON GIAN A. BRON