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SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

10 May 2023

ADMINISTRATIVE ORDER

No. 295 series of 2023

TO: **DR. ANTHONY C. CABRILLAS**
Associate Professor IV, BU College of Industrial Technology

THRU: **DR. JONATHAN C. ARROCO**
Dean, BUCIT

SUBJECT: **DESIGNATION AS MEMBER OF THE INTERNAL QUALITY
ASSURANCE OFFICE TEAM**

Under the supervision of the Vice-President for Academic Affairs through the Director of the Internal Quality Assurance Office, you are hereby designated as **Member of the Internal Quality Assurance Team** for the 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 work to ensure that the development, implementation and maintenance of Quality Assurance policies, standards, guidelines, baselines, processes and procedures in compliance with government regulations and standards; ensure that process improvement strategies are identified, documented and implemented as well as ensure quality and excellent delivery of services to clientele. You are likewise expected to perform the following specific assignments:

- (a) Assist in the review of academic programs in close coordination with the different heads of academic units based on minimum standards set by the CHED and other accrediting bodies.
- (b) Provide technical support to the academic units and their respective accreditation teams to meet the accreditation requirements by accrediting bodies of various degree programs and monitor compliance to the evaluation results.
- (c) Assist in the review and updating of existing policies and procedures of the different academic units or offices of the University in coordination with concerned heads of offices for continuous improvement.
- (d) Assist in the assessment and accreditation activities to ensure compliance to recommendations and the maintenance of standards.
- (e) Perform other tasks that may be assigned by the University President.

This designation entitles you to nine (9) 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:


DR. ANTHONY C. CABRILLAS

Copy furnished:
All Vice-Presidents, Deans and Directors, HRMDO, COA, File