



ISO 9001-2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph

MANILA OFFICE:

No. 4 Lopez St., M. H. del Pilar
Roosevelt Ave., Quezon City,
Manila, Philippines

☎ Telefax: (02) 921-1586

Office of the President

5 May 2023

ADMINISTRATIVE ORDER

No. 333 series 2023

TO : **MS. JANUARY M. DECHAVEZ**
Instructor I, BUCE

THRU : **DR. LORNA M. MIÑA**
Dean, BUCE

SUBJECT : **DESIGNATION AS TECHNICAL STAFF FOR
CURRICULUM AND INSTRUCTION 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 Curriculum and Instruction** 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) Assist the VPAA in formulating, reviewing, revising, and/or amendment of academic policies and standards.
- (b) Assist the VPAA in planning, supervising, organizing, monitoring, and evaluating the university's academic programs and activities.
- (c) Conduct and/or organize curriculum and instruction capability building for department heads/faculty.
- (d) Assist the VPAA in all university curricular and co-curricular committees.
- (e) Coordinate with IQA to review and monitor all academic programs to ensure compliance with CHED, PRC, and other accrediting and regulatory bodies/agencies policies and requirements.
- (f) Assist the VPAA in periodic monitoring of academic program implementation, particularly the execution of industry-based courses.
- (g) Plan and conduct benchmarking exercises for new curricular offerings, including non-traditional programs;
- (h) Assist the VPAA in conducting a semester-by-semester assessment of course offerings to maintain balance and efficiency.
- (i) Coordinate with program chairs, college deans on matters concerning instruction or curriculum;
- (j) Ensure that any documents requiring the Vice President for Academic Affairs' support and/or approval have completed staff work.
- (k) Assist the VPAA in the preparation of academic-related reports, proposals, and policies;
- (l) Ensure timely submission of all reports required of the office;
- (m) Perform other duties and responsibilities that the VPAA may assign.

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.

I concur:


JANUARY M. DECHAVEZ


BABY BOY BENJAMIN D. NEBRES III
SUC President IV

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