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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

28 May 2023

ADMINISTRATIVE ORDER

No. 335 series of 2023

TO : **DR. DIMSON M. RIVERO**
Associate Professor III, Bicol University

SUBJECT : **DESIGNATION AS DEAN OF THE BICOL UNIVERSITY
COLLEGE OF BUSINESS ECONOMICS AND
MANAGEMENT AND CONCURRENT DIRECTOR OF
INTERNATIONAL RELATIONS OFFICE OF BICOL
UNIVERSITY**

To ensure responsive and efficient college academic governance with particular consideration in responding promptly and diligently to the challenges and changes in the education landscape for the new and better normal, you are hereby designated as **DEAN OF THE BICOL UNIVERSITY COLLEGE OF BUSINESS ECONOMICS AND MANAGEMENT AND CONCURRENT DIRECTOR OF INTERNATIONAL RELATIONS OFFICE OF BICOL UNIVERSITY** for the School Year 2023-2024, effective 2 June 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 BUCBEM**, you are directed to implement strategies to achieve the University's aim of becoming SUC Level V in accordance with DBM/CHED Joint Circular No. 1, s. 2016 and the specific college targets for the school year 2023-2024. You shall likewise perform both academic and administrative duties and functions as provided in the BU Code of 2016 as well as perform the following specific duties and functions under the joint supervision of the four (4) Vice-Presidents.

- a) Provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic college or unit as a whole, and of the sub-units (departments and/or program) within it.
- b) Implement the approved academic programs and review and recommend for revision of the curricula as the need arises in consultation with the stakeholders of the college or university.
- c) Establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity of and among faculty and non-teaching staff and students.
- d) Build collaborative relationships among departments and programs in the College, and across the University and into the community through the conduct of regular general or department faculty meeting.
- e) Develop and implement a coherent, realistic strategic and supervisory plans which advance the vision, mission, goals and the quality policy of the University as a whole and of the college in particular.
- f) Initiate and implement an enrolment management plan consistent with the University plan, working towards improving student recruitment and retention.
- g) Create and maintain a personal data base regarding the employment and performance of all faculty and personnel within the college.
- h) Develop and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity.
- i) Ensure that accurate and timely advising is provided to all students in their respective programs to further ensure high passing rate in Licensure Examination or its equivalent.
- j) Establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the college or unit.

- k) Work with faculty and personnel to ensure adherence to accreditation standards, enhanced community engagement and excellence in instruction and research.
- l) Take the lead in the preparation of the faculty workload taking into consideration the balance in the instruction, research and extension functions of every faculty based on the existing policies of the university.
- m) Establish a functional supervisory plan specifying monitoring schedules to ensure regular attendance of faculty members and staff in both academic instruction and meetings in university, college and department levels.
- n) Manage the fiscal affairs of the college by collaborating with the various departments in coming up and in disbursing the college budget.
- o) Coordinate with other units to maintain ISO 9001-2015 certification as well as the Institutional Sustainability Assessment level of the University.

As **Director of BU International Relations Office**, you shall:

- (a) Spearhead and explore linkage with foreign organizations, networks and associations for prospective programs and projects.
- (b) Promote good international public relations and goodwill for the University.
- (c) Plan and implement capability building activities promoting efforts for international recognition for the University.
- (d) Coordinate, monitor, and assess international recognition efforts at the University.
- (e) Attract funding assistance/grants from international donor agencies for research development and extension, continuing education, cultural exchange, and the like in coordination with concerned units of the university.
- (f) Facilitate the drafting of the memoranda of agreement and proposals for joint institutional projects with international partners.
- (g) Advertise, promote and market the academic programs of the university to international students.
- (h) Facilitate the admission, orientation, and enrolment of international students in coordination with concerned units of the university.
- (i) Prepare applications and renewal for visas and work permits of visiting scholars, experts, and graduate students as well as their accommodation.
- (j) Organize and facilitate international tours and travels of personnel and students for academic benchmarking, socio-cultural exchanges, and others.
- (k) Monitor and do liaison work for students undergoing international on-the-job training in order to ensure their safety.
- (l) Perform other related tasks that may be assigned by higher authorities from time to time

This designation shall entitle you to the monthly Representation and Transportation Expenses at such amount authorized for a College Dean under existing budgeting and accounting guidelines and to such other emoluments and allowances as may be allowed under existing compensation rules and regulations. In addition, you shall be entitled to fifteen (15) 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. DIMSON M. RIVERO

Copy furnished:
 All Vice-Presidents
 Deans & Directors
 HRMO
 COA
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