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BICOL UNIVERSITY

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Office of the President

28 May 2023

ADMINISTRATIVE ORDER

No. 337 series of 2023

TO : **PROF. SONNIE A. RAMOS**
Associate Professor I, Bicol University

THRU : **THE DEAN**
College of Business Economics and Management

SUBJECT : **DESIGNATION AS VICE PRESIDENT FOR PLANNING
AND DEVELOPMENT**

To ensure efficient, effective, and transparent delivery of services along areas of planning, budgeting, international relations, and physical development and management in support to quality instruction, research, extension and production functions and in accordance with the university's vision, mission and the quality policy with particular consideration in responding promptly and diligently to the challenges brought by the COVID-19 pandemic, you are hereby designated as **VICE-PRESIDENT FOR PLANNING AND DEVELOPMENT** 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 **Vice-President for Planning and Development**, you shall put in place all essential elements 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 targets of the University particularly along planning and development for school year 2023-2024. Specifically, you shall perform the following duties and responsibilities:

- (a) Assist the University President in the preparation and updating of the development plan of the University.
- (b) Conduct review/studies to assess the physical, manpower, financial and organization/management requirements for implementing development plans.
- (c) Review and evaluate proposals for the University from outside institutions/groups on all aspects of the University functions.
- (d) Coordinate with other units to maintain ISO 9001-2015 certification as well as the Institutional Sustainability Assessment level of the University.
- (e) Generate at least 50% of internally-generated income to total subsidy in SY 2023-2024.
- (f) Coordinate with the Vice-President for Administration and Finance and all other support offices to ensure attainment of at least 92% total disbursement of total obligations.
- (f) Closely coordinate with Vice-Presidents, Deans and Directors and all other heads of support offices to pass the Performance-Based Bonus (PBB) 2023.
- (g) Oversee the general operation of the following offices under the jurisdiction of the Office of the Vice-President for Planning and Development such as (1) Planning and Development Office; (2) Physical Development and Maintenance Office; (3) Special Project Preparation Office; (4) Resource Generation and Physical Assets Management Office; and (5) Business Affairs Office.
- (h) Perform other duties and responsibilities that may be assigned by the University President.

This designation shall entitle you to the monthly Representation and Transportation Expenses at such amount authorized under existing budgeting and accounting guidelines for the Office of the Vice-President for Planning and Development 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:



SONNIE A. RAMOS

Copy furnished:
All Vice-Presidents
Deans and Directors
Heads of Offices/Units
COA
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