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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

28 May 2023

**ADMINISTRATIVE ORDER**

No. **345** series 2023

**TO: DR. ELMER A. LORENZANA**  
Associate Professor III, Bicol University

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

**SUBJECT: DESIGNATION AS DIRECTOR OF THE CENTER FOR POLICY  
STUDIES AND DEVELOPMENT**

Under the direct supervision of the Vice President for Planning and Development, you are hereby designated as **Director of the Center for Policy Studies and Development** for the School Year 2023-2024, effective 2 June 2023 until revoked by another issuance from this Office in compliance to Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as Director of the CPSD, you shall perform the following duties and functions.

- a) Establish linkages with public and private sectors and serve as venue for [policymakers, scientists, researchers, and the general public to identify and define relevant problem areas for policy studies, as well as to evaluate existing and proposed policies concerning the socioeconomic development of the region;
- b) Lead in the comprehensive and trans-disciplinary research on public policy issues affecting socioeconomic development in the region;
- c) Disseminate results and recommendations of policy analysis conducted through appropriate modes of communication;
- d) Organize training programs and advocacies to help improve policy-oriented researches;
- e) Provide advisory and technical assistance services for both public and private sectors along policy research and program development and administration; and
- f) Perform other related tasks that may be assigned from time to time.

This designation entitles you to twelve (12) units of 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. ELMER A. LORENZANA**

Copy furnished:

All VPs, Deans/Directors, Heads of Offices, HRMO, COA, File