



Office of the President

29 May 2022

ADMINISTRATIVE ORDER

No. 346 series of 2023

TO : PROF. ALFONSO M. PEÑOL JR.
Assistant Professor III, Bicol University

THRU : DR. JONATHAN C. ARROCO
Dean, BUCIT

DR. MARISSA N. ESTRELLA
Vice-President for Research, Development and Extension

**SUBJECT : DESIGNATION AS DIRECTOR OF THE FABRICATION
LABORATORY (FabLab) IN BICOL UNIVERSITY AND
PROGRAM ADVISER OF THE INDUSTRIAL DESIGN
PROGRAM OF BICOL UNIVERSITY COLLEGE OF
INDUSTRIAL TECHNOLOGY**

Under the direct supervision of the Vice-President for Research Development and Extension, you are hereby designated as **Director of the Fabrication Laboratory (FabLab) and Program Adviser of the Industrial Design Program of the Bicol University College of Industrial Technology** for School Year 2023-2024, effective 2 June 2023, or 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 **Director of the Fabrication Laboratory**, you shall perform the following duties and functions:

- (a) Take the lead in the overall operation and supervision of the Fabrication Laboratory (FabLab) in Bicol University;
- (b) Organize and prepare training designs and modules for FabLab trainings in all areas in coordination with concerned colleges;
- (c) Prepare guidelines for the use of the facilities in the FabLab by students, faculty-researchers, and external clients;
- (d) Coordinate with external partner agencies in the development and implementation of programs and projects of the FabLab;
- (e) Prepare the work and financial plan for the FabLab;
- (f) Supervise the technical support staff and other personnel assigned in the FabLab;
- (g) Prepare and submit financial and accomplishment reports required by partner agencies and the University; and
- (h) Perform other related tasks that may be assigned from time to time.

As Program Adviser of BID, you shall:

- (a) Provide academic advising to students enrolled in the program;
- (b) Assist the Department Chairperson in the enrolment and interview of students in the program;
- (c) Assist the Dean in the implementation of admissions policies of the program in coordination with the Department Chairperson;
- (d) Assist the Dean of the College and the Department Chairperson in the preparation of the schedule of classes and recommend professors to teach the different courses in each degree program;
- (e) Coordinate the activities of the faculty and students in the program;
- (f) Initiate plans and programs and review existing curricular programs and/or propose a new curricular program in consultation with all concerned;
- (g) Submit budget proposals and periodic reports to the Office of the Dean; and

(h) Perform other tasks that may be assigned from time to time by higher authorities.

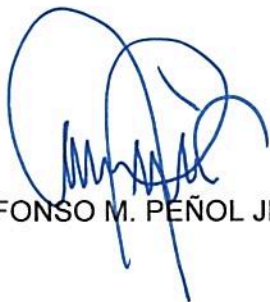
Your designation as Director of the FabLab entitles you to twelve (12) units of Workload Equivalent Credit (WEC) and you shall be on accrued leave status for the duration of your designation. Your assignment as Program Adviser of the BID program shall be in addition to your regular functions as faculty member of BUCIT but without additional remuneration. Your performance in these functions shall be subject to regular assessment.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



ALFONSO M. PEÑOL JR.

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VPAA
Deans & Directors
HRMO
COA, File