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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

28 May 2023

ADMINISTRATIVE ORDER

No. **347** series 2023

TO: PROF. CARLOS V. CORTEZ JR.
Assistant Professor V, Bicol University

THRU: THE DIRECTOR
Research and Development Management Division

THE VICE PRESIDENT FOR PLANNING AND DEVELOPMENT

**SUBJECT: DESIGNATION AS DIRECTOR OF THE SPECIAL PROJECT
PREPARATION OFFICE**

To ensure efficient, effective, and responsive delivery of services along Special Project Preparation, you are hereby designated as **Director of the Special Project Preparation Office** under the Office of the Vice President for Planning and Development for 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 **Director of the Special Project Preparation Office**, you shall be responsible for the development, packaging, and evaluation of program/project proposals for foreign assistance and local funding support, and the conduct of pre-implementation activities. Specifically, you shall perform the following duties and functions:

- a) Identify and prepare program/project proposals for possible foreign and local funding assistance by the appropriate government agencies and international organizations;
- b) Coordinate and/or take the lead in the conduct of feasibility studies and appraisal of project proposals;
- c) Provide technical assistance and/or staff support to the colleges and/or units of the University in the design, preparation, and facilitation of the implementation and management of special projects;
- d) Monitor and evaluate the progress and performance of special projects in coordination with concerned colleges and/or units of the University;
- e) Document and disseminate lessons learned, experiences gained, and technologies generated from special projects in coordination with concerned colleges and/or units of the University; and
- f) Perform other functions that may be assigned by higher authorities.

This designation entitles you to twelve (12) 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


CARLOS V. CORTEZ JR.

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