



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City
☎ Telefax: (052) 480-0167
✉ Email: op@bicol-u.edu.ph

MANILA OFFICE:
No. 4 Lopez St., M. H. del Pilar
Roosevelt Ave., Quezon City,
Manila, Philippines
☎ Telefax: (02) 921-1586

Office of the Vice President for Academic Affairs

28 May 2023

ADMINISTRATIVE ORDER
No. **348** series of 2023

TO: PROF. ALWIN JOSEPH M. MACERES
Assistant Professor I, BU Guinobatan

THRU: DR. ROSCEFE B. DY
OIC, BU Guinobatan

SUBJECT: DESIGNATION AS DIRECTOR OF THE PLANNING AND DEVELOPMENT OFFICE OF BICOL UNIVERSITY

To ensure efficient and responsive delivery of services as well as to assist the University President in setting the direction and targets of the University in coordination with other offices/units, **PROF. ALWIN JOSEPH M. MACERES**, Assistant Professor I, is hereby designated as **Director of the Planning and Development Office** for the School Year 2023-2024, effective 2 June 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, As **Director of the Planning and Development Office**, you shall perform the following duties and functions:

- (a) Facilitate the preparation and packaging of comprehensive development plan, strategic plan, annual plan, and other related documents.
- (b) Disseminate approved plans to different offices and/or units concerned.
- (c) Assist the University President in forging linkages and provide networking with concerned agencies/offices/entities for potential resource generation in coordination with other related offices.
- (d) Spearhead the preparation and packaging of project proposals for submission to funding agencies.
- (e) Conduct policy and institutional studies in support to the operation of the University.
- (f) Prepare periodic monitoring and evaluation reports for submission to other agencies and for information dissemination and action of concerned units/offices of the University.
- (g) Take the lead in monitoring the implementation of strategies by the different colleges and units in achieving the University's aim of becoming SUC Level V in accordance with DBM/CHED Joint Circular No. s. 2016.
- (h) Perform other functions that may be assigned by higher authorities.

This designation entitles you to twelve (12) units of Workload Equivalent Credit 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:


ALWIN JOSEPH M. MACERES

Cc:
VPs, Deans/Directors
Heads/Chiefs of Offices
HRMDO, COA, File