



*Office of the President*

28 May 2023

**ADMINISTRATIVE ORDER**

No. 351 series of 2023

**TO : DR. LANY L. MACEDA**  
Associate Professor IV, BUCS

**THRU : PROF. JOCELYN E. SERRANO**  
Dean, BU College of Science

**DR. MARISSA N. ESTRELLA**  
Vice President for Research and Development

**SUBJECT : DESIGNATION AS DIRECTOR OF THE BICOL UNIVERSITY  
RESEARCH AND DEVELOPMENT MANAGEMENT  
DIVISION and DIRECTOR OF CHED's HIGHER  
EDUCATION REGIONAL RESEARCH CENTER**

To ensure efficient, effective and responsive delivery of services along research and development undertakings of the university, you are hereby re-designated as **DIRECTOR OF THE BICOL UNIVERSITY RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT DIVISION and DIRECTOR OF CHED's HIGHER EDUCATION REGIONAL RESEARCH CENTER** for School Year 2023-2024, effective 2 June 2023, until revoked by a subsequent issuance from this Office in accordance with existing Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as **Director of the Bicol University R&D Management Division and Director of CHED's Higher Education Regional Research Center**, 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 for school year 2023- 2024. Under the administrative supervision of the **Vice-President for Research, Development and Extension (VPRDE)**, you shall perform the following duties and responsibilities as well as work for the attainment of the following targets in collaboration with concerned colleges/units:

- (a) Prepare a comprehensive and integrated research and development plan based on the priorities set/identified by the national/regional agencies and by the University in coordination with concerned colleges/units.
- (b) Initiate research programs for the different RD & E centers and for the colleges/units of the University.
- (c) Take the lead in the evaluation of R & D proposals submitted by the colleges and RD&E centers for funding.
- (d) Facilitate the funding of R&D proposals from the different colleges and R&D centers which passed the evaluation.
- (e) Conduct in-service trainings, seminar-workshops, conferences, consultations, dialogues and the like aimed at improving the R&D system and procedures.
- (f) Coordinate and monitor completed researches of the RD&E centers and colleges/units of the University.
- (g) Enhance the R&D output of the University in accordance with the revised SUC Levelling criteria to achieve the targets for CY 2023.
- (h) Perform other functions that may be assigned by higher authorities.

In addition to the above deliverables, you are also expected to facilitate the convening of the University Research and Extension Council (UREC) on a periodic basis. You shall also coordinate and collaborate with the BU Extension Management Division to enhance research-extension linkage and facilitate the commercialization of mature technologies. You shall also

ensure the regular publication of the R&D Update and work for the recognition of the BU R&D Journal by the Commission on Higher Education (CHED) as refereed journal.

You are also designated in concurrent capacity as **Director of CHED's Higher Education Regional Research Center (HERRC)**. As HERRC Director, you shall work closely with the Commission on Higher Education and other SUCs in the region to ensure efficient and effective implementation of research programs under the Center.

This designation shall entitle you to the Monthly Representation and Transportation Expenses at such amount authorized under existing budgeting and accounting guidelines and to such other emoluments and allowances as may be allowed under existing compensation rules and regulations. In addition, you shall be entitled to twelve (12) units Work Equivalent Credit (WEC) and shall be on accrued leave status during the duration of your designation.

Please be guided accordingly.



**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

I concur:



LANY L. MACEDA

Copy Furnished:  
All Vice-Presidents  
Deans/Directors  
Heads of Offices/Units  
COA, HRMO  
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