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BICOL UNIVERSITY

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Office of the President

2 June 2023

ADMINISTRATIVE ORDER

No. 384, series 2023

TO : MS. ABIGAIL JO M. ABAINZA
Instructor I, BUCAL

THRU : DR. IRENE R. MORAL
Dean, BUCAL

SUBJECT : DESIGNATION AS TECHNICAL STAFF TO FUNCTION
AS COORDINATOR FOR INTERNATIONAL MOBILITY
AND SUPPORT SERVICES AT THE INTERNATIONAL
RELATIONS OFFICE

Under the direct supervision of the Director of the International Relations Office (IRO), you are hereby designated as **Technical Staff** to function as **Coordinator for International Mobility and Support Services**, for School Year 2023-2024 effective **June 7, 2023** or until revoked by the subsequent issuance from this Office and to ensure responsive, efficient, and effective delivery of services along the internationalization of the university. As such, you shall perform the following duties and responsibilities:

- (1) Assist the Director in implementing the BU-SCIP to increase inbound and outbound mobility and its opportunities to the faculty, administrative staff, and students across the University;
- a) Assist in the policy and process development in conjunction with other coordinators of the IRO;
- b) Negotiate with offshore partners on international exchanges to ensure an overall balance in the numbers exchanged with each university;
- c) Ensure a high standard in delivering a positive exchange of scholars' experience for all Faculty, administrative staff, and students;
- d) Ensure the safety of inbound and outbound scholars for the duration of the international exchange programs;
- e) Provide administrative support for outbound and inbound scholars;
- f) Collate and review all application and reporting documents required for international mobility both inbound and outbound;
- g) Assist outbound scholars in processing visa requirements, detailing itineraries, hotel and airline booking, finalizing budgets, insurance, and the like;
- h) Assist inbound scholars in processing immigration requirements, enrolment, billeting, insurance, and the like;
- i) Assist the Director in accompanying the outbound scholars to their respective university- destinations, if deemed necessary;
- j) Create and maintain an International Students Handbook for inbound and outbound scholars;
- k) Create and maintain a Visiting Professorship Manual;
- l) Create and maintain International Mobility Manual;
- m) Review and improve procedures in the Handbook and Manuals to manage inbound and outbound mobility;
- n) Create and maintain database of scholars;
- o) Create and maintain IRO Forms for international mobility purposes;
- p) Conduct orientation program for inbound and outbound scholars;
- q) Conduct evaluation and exit interview to inbound scholars;
- r) Conduct evaluation and return interview to outbound scholars;
- s) Promote language support options to inward and outward scholars in close coordination with the University Language Center;

- t) Develop and deliver staff briefings relating to mobility agreement processes;
- u) Develop and implement effective administrative processes to manage study abroad and exchange agreements;
- v) Prepare and provide the Director with regular performance reports on international mobility; and
- w) Perform related work assigned by the Director and the University President.

This designation entitles you to nine (9) 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. Further, you shall coordinate with the Department Chair in your mother college (College of Arts and Letters) for the workload you shall handle for the 1st and 2nd semesters, SY 2023-2024 in order to complete your 18-unit workload as Instructor I.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



ABIGAIL JO M. ABAINZA

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All Vice Presidents, Deans and Directors, HRMDO, COA, File