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BICOL UNIVERSITY

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Office of the President

5 June 2023

ADMINISTRATIVE ORDER

No. *386* series 2023

**TO: ACADEMIC DEANS AND DIRECTORS
FACULTY MEMBERS
Bicol University**

**THRU: DR. MA. JULIETA B. BORRES
Vice President for Academic Affairs**

SUBJECT: CALL FOR LOCAL PROMOTION 2023 (2nd Round)

This Office hereby authorizes the filling-up of higher faculty plantilla positions for Bicol University effective May 2023. In view thereof, all interested faculty members are directed to update their faculty records on Educational Attainment, Academic Experience/Length of Service covering the period from January 1, 2023 to May 31, 2023.

The following guidelines shall be observed in the submission and processing of applications/documents for university local promotion:

- a) Submission of records/documents to respective Local Evaluation Committee shall be on or before June 16, 2023;
- b) The Local Evaluation Committee shall transmit all documents submitted by the faculty members to the University Evaluation Committee on June 27, 2023 for further evaluation and deliberation by the University Faculty Merit Selection Board (UFMSB);
- c) Service records are available at respective college/cluster administrative offices, hence there is no need for the faculty members to submit their Service Record to the Local Evaluation Committee;
- d) The basis for the evaluation for this local promotion 2023 shall be the NBC 461 8th Cycle, the points earned during the 1st round of local promotion and the Education and Experience acquired from January 1, 2023 to May 31, 2023; and
- e) Accomplished IPCR for January to May 2023 shall be submitted as well through the respective administrative offices following the same cut-off date.

Those who will not submit shall still be considered using the data as of December 31, 2022. Further, no documents will be accepted after the deadline which is June 16, 2023 for Local Evaluation and on June 27, 2023 for the University evaluation. UFMSB meeting shall be on July 6, 2023.

Please be guided accordingly.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV