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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

5 June 2023

ADMINISTRATIVE ORDER

No. **398** series 2023

TO: DR. RAFAELITA A. TAYAB
Associate Professor II, BU College of Medicine

THRU: DR. OFELIA M. SAMAR- SY
Dean, BU College of Medicine

**SUBJECT: Designation as Department Chair of Integrative Family and
Community Medicine of the Bicol University College of
Medicine**

Under the immediate supervision of the Dean of the Bicol University College of Medicine, you are hereby designated as the **Department Chair of Integrative Family and Community Medicine** of the College of Medicine for the School Year 2023-2024, effective August 3, 2023 and shall be effective for one school year or until revoked by a subsequent issuance from this Office subject to the Civil Service rules and regulations.

As such, you shall perform the following duties and functions:

- (a) Take the lead in the development of an outstanding comprehensive academic program for alternative, integrative family, and community medicine;
- (b) Provide leadership toward the achievement of the highest possible level of excellence in teaching, research, and extension activities of the department;
- (c) Establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity among faculty members and non-teaching staff, and students in the department;
- (d) Assist the Dean in the review and implementation of approved academic programs to ensure that college and departmental learning goals are met.;
- (e) Build collaborative relationship among departmental faculty by conducting departmental affairs in an orderly manner through department meetings, assigning appropriate committees, and keeping members informed of important matters and policies and policies of the college and the university;
- (f) Create and maintain a personal data base that promotes selection and retention of outstanding and diverse faculty members and personnel within the department;
- (g) Develop and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity;
- (h) Ensure that accurate and timely advising is provided to all students in the department to further ensure high passing rate in licensure examination or its equivalent;
- (i) Work with faculty members and personnel of the department to ensure adherence to quality assurance and standards, enhanced community engagement and excellence in instruction and research;
- (j) Assist the dean in the preparation of the faculty workload taking into consideration the balance in the instruction, research, and extension functions of every faculty based on the existing policies of the University;
- (k) Establish functional departmental supervisory plan specifying monitoring schedules and meetings in the university, college and departmental levels;
- (l) Assist the dean in managing fiscal affairs of the college by preparing and submitting the department work and financial plan for incorporation to the college work and financial plan;
- (m) Take responsibility for review and approval of all evaluations of grades of the department prior to submission to the college secretary; and
- (n) Perform other tasks that may be assigned from time to time.

This designation entitles you to six (6) units of Workload Equivalent Credit (WEC), subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



DR. RAFAELITA A. TAYAB

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