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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

Legazpi City

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**MANILA OFFICE:**

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Manila, Philippines

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*Office of the President*

26 June 2023

**ADMINISTRATIVE ORDER**

No. 433 series of 2023

TO: **PROF. JOSE CARLO B. LAVAPIE**  
Assistant Professor I, Bicol University

THRU: **DR. BENEDICTO B. BALILO JR.**  
Dean, BU Open University

SUBJECT: **DESIGNATION AS ASSOCIATE DEAN and PLANNING OFFICER  
OF THE BICOL UNIVERSITY OPEN UNIVERSITY**

Under the immediate supervision of the Dean of the BU Open University, you are hereby designated as **ASSOCIATE DEAN and PLANNING OFFICER** of the **BICOL UNIVERSITY OPEN UNIVERSITY** for the School Year 2023-2024, effective 2 August 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as **Associate Dean and College Planning Officer**, you shall generally assist the Dean in carrying out the college targets; specifically, you shall perform the following functions, duties and responsibilities:

- (a) Assist the Dean in the general administration and supervision of the BU Open University;
- (b) Attend to routine communication and other similar forms required periodically of the personnel of the college;
- (c) Perform the duties and functions of the Dean of the College in his absence;
- (d) Represent the Dean of the College in faculty or committee conferences, meetings, etc.;
- (e) Prepare draft of the annual report and other reports needed from the college;
- (f) Coordinate with the Program Chairpersons, Student Activities Coordinator, Extension, Research and Production Coordinators in providing assistance to the Dean regarding the formulation of the College directions, policies and programs and development plans;
- (g) Coordinate and monitor planning and development activities (faculty/personnel, graduate and undergraduate) of the college;
- (h) Serve as representative of the College to the University Planning and Development Office;
- (i) Submit to the Office of the Dean and the Office of the University Planning and Development periodic monitoring and accomplishment reports relative to planning and development projects; and
- (j) Perform other tasks that may be assigned from time to time.

This designation shall entitle you to nine (9) units Workload Equivalent Credit (WEC) and shall be on accrued leave status during the duration of your designation, subject to a regular assessment of your performance.

Please be guided accordingly.

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

I concur:

**JOSE CARLO B. LAVAPIE**

Copy furnished:  
All Vice-Presidents  
Deans & Directors  
HRMO, COA, File