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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph

MANILA OFFICE:

No. 4 Lopez St., M. H. del Pilar
Roosevelt Ave., Quezon City,
Manila, Philippines

☎ Telefax: (02) 921-1586

Office of the President

26 June 2023

ADMINISTRATIVE ORDER

No. 445 series of 2023

TO: DR. MARYLET L. LONDONIO
Instructor I, College of Arts and Letters

THRU: DR. IRENE R. MORAL
Dean, College of Arts and Letters

**SUBJECT: Designation as Chairperson of Filipino Department of the BU
College of Arts and Letters**

Under the immediate supervision of the Dean of the College of Arts and Letter (CAL), you are hereby designated as **Chairperson of Filipino Department** of BUCAL for the School Year 2023-2024, effective 02 August 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

As **Chairperson**, you are expected to supervise the overall operation of the department and assist the Dean in implementing strategies 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 college targets for the School Year 2023-2024. Specifically, you shall perform the following duties and functions:

- a) Provide leadership toward the achievement of the highest possible level of excellence in teaching, research and extension activities of the department;
- b) Assist the Dean in the review and implementation of approved academic programs and to ensure that college and departmental learning goals are met;
- c) Establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity of and among faculty and non-teaching staff and students in the department;
- d) Build collaborative relationships among departmental faculty by conducting departmental affairs in an orderly manner through department meetings, assigning appropriate committees, and keeping department members informed of important matters and policies of the college and the university;
- e) Create and maintain a personal data base that promotes the selection and retention of outstanding and diverse faculty and personnel within the department;
- f) Develop and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity;
- g) 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;
- h) Work with faculty and personnel of the department to ensure adherence to quality assurance standards, enhanced community engagement, and excellence in instruction and research;
- i) 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;
- j) Establish a functional departmental supervisory plan specifying monitoring schedules to ensure regular attendance of faculty members and staff in both academic instruction and meetings in university, college and department levels;
- k) Assist the Dean in managing the fiscal affairs of the college by preparing and submitting the department work and financial plan for incorporation to the college work and financial plan; and
- l) Perform other related task that may be assigned from time to time.

Your designation as Chairperson of the Filipino Department 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:



MS. MARYLET L. LONDONIO