



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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ISO 9001-2015
SOCOTEC SCP000722Q

Office of the President

26 June 2023

ADMINISTRATIVE ORDER

No. 447 series of 2023

TO: DR. MAYEN B. BUENCONSEJO
Associate Professor I, College of Arts and Letters

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

PROF. EDUARDO THADDEUS M. LIVICA JR.
Director, NSTP

SUBJECT: Designation as NSTP Coordinator of the BU College of Arts and Letters

Under the immediate supervision of the Dean of the College of Arts and Letters (CAL), you are hereby designated as **College NSTP Coordinator** of BUCAL for School Year 2023-2024 effective 02 August 2023 until revoked by a subsequent issuance from this Office, with the following duties and responsibilities:

- (a) Supervise the implementation of the National Service Training Program in the college;
- (b) Recommend policies that will enable the College NSTP Coordinator, Faculty and students realize responsive activities in the three (3) components: (1) The Reserve Officer Training Corps (ROTC) which is made optional and voluntary upon the effectivity of said Act; (2) The Literacy Training Service (LTS); and (3) The Civic Welfare Training Service (CWTS) designed to enhance the youth's contribution to the general welfare;
- (c) Coordinate all NSTP activities in the college;
- (d) Organize efficient cross-enrolment registration procedures for students coming from other colleges/ universities/ schools;
- (e) Prepare work and financial plan for the undertaking of the various relevant programs. Projects and activities;
- (f) Propose and undertake approved research pertinent to NSTP;
- (g) Represent the Office of the Dean in conferences, meetings and seminars concerning NSTP; and
- (h) Perform other work assignments that may be given from time to time.

This designation entitles you to three (3) 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. MAYEN B. BUENCONSEJO

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