



Office of the President

23 June 2023

ADMINISTRATIVE ORDER

No. 317 series of 2023

TO: PROF. MA. ELENA C. AHORRO
Assistant Professor V, BU College of Education

THRU: DR. LORNA M. MIÑA
Dean, BU College of Education

DR. MARIA JANE B. MASCARIÑAS
Dean, BU Graduate School

SUBJECT: Designation as Program Adviser of Master of Arts in Guidance and Counseling

Under the direct supervision of the Dean of BU College of Education and the general supervision of the Dean of Graduate School, you are hereby designated as **Program Adviser of Master of Arts in Guidance Counseling** for School Year 2023 - 2024, effective 2 August 2023 with the following duties and responsibilities:

- (a) Supervise the program offering and provide academic advising to students enrolled in the program;
- (b) Act as Chairperson of the Admission Committee for the Program;
- (c) Chair faculty meetings of the program;
- (d) Act as member of the Student Evaluation Committee for the Program;
- (e) Coordinate the activities of the graduate faculty and students in the program;
- (f) Organize the preparation, administration, evaluation and submission of results of comprehensive examinations; and
- (g) Perform other tasks that may be assigned from time to time.

This designation shall form part of your regular functions as faculty member of the College of Education.

Please be guided accordingly.

A blue ink signature of Baby Boy Benjamin D. Nebres III.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:

A blue ink signature of Prof. Ma. Elena C. Ahorro.

PROF. MA. ELENA C. AHORRO

Copy Furnished:
BUCE Dean
Dean BUGS
File