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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

26 June 2023

ADMINISTRATIVE ORDER

No. 521 series of 2023

TO: PROF. RYAN G. DE LA TORRE
Associate Professor II, BU College of Education

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

**SUBJECT: DESIGNATION AS RESEARCH COORDINATOR AND
PROGRAM ADVISER OF BSED MAJOR IN ENGLISH OF
BU COLLEGE OF EDUCATION**

Under the direct supervision of the Dean of Bicol University College of Education (BUCE), you are hereby designated as **Research Coordinator** and **Program Adviser of Bachelor in Secondary Education Major in English of BUCE** for the School Year 2023-2024, effective 02 August 2023 until revoked by a subsequent issuance from this Office in accordance with existing Civil Service rules and regulations.

As **Research Coordinator** you shall:

- (a) Assist the Dean in the preparation of work and financial plan for the fiduciary fund for research;
- (b) Initiate and coordinate research projects/ activities of the faculty and students;
- (c) Work closely with the Extension Services Coordinator of the College to ensure a synchronized activities and outcomes;
- (d) Coordinate closely with the Dean and all other departments in the college to ensure attainment of the college targets under Research Capability Output;
- (e) Conduct research forum for faculty and students once in every semester;
- (f) Evaluate and consolidate completed and on-going researches for submission to the College and Research, Development and Management Division of the University;
- (g) Serve as liaison of the College to other research agencies with activities/projects relevant to science and technology;
- (h) Publish research journal of the College; and
- (i) Perform other related functions deemed necessary for the good of the College.

As **Program Adviser of BSED Major in English**, you shall:

- (a) Provide academic advising to students enrolled in the program;
- (b) Assist the Department Chairperson in the enrolment and interview of students in the program;
- (c) Assist the Dean in the implementation of admissions policies of the program in coordination with the Department Chairperson;
- (d) Assist the Dean of the College and the Department Chairperson in the preparation of the schedule of classes and recommend professors to teach the different courses in each degree program;
- (e) Coordinate the activities of the faculty and students in the program;
- (f) Initiate plans and programs and review existing curricular programs and/or propose a new curricular program in consultation with all concerned;
- (g) Submit budget proposals and periodic reports to the Office of the Dean; and
- (h) Perform other tasks that may be assigned from time to time by higher authorities.

Your designation as Program Adviser shall form part of your duties as faculty of BUCE while your designation as Research Coordinator entitles you to three (3) units of Workload Equivalent Credit (WEC), subject to a regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



RYAN G. DE LA TORRE

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