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BICOL UNIVERSITY

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Office of the President

26 June 2023

ADMINISTRATIVE ORDER

No. 525 series of 2023

TO: PROF. BENITA B. HUGO
Associate Professor IV, BU College of Education

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

SUBJECT: Designation as Program Adviser of BSED major in Filipino of BU College of Education

Under the direct supervision of the Dean of BU College of Education (BUCE), you are hereby designated as **Program Adviser of BSED major in Filipino and Master of Arts in Filipino of BUCE** for School Year 2023 - 2024, effective 02 August 2023 with the following duties and responsibilities:

- (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.

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

Please be guided accordingly.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur: 
BENITA B. HUGO 7.5.23

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