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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

23 June 2023

**ADMINISTRATIVE ORDER**

No. 530 series of 2023

TO: **DR. LORNA M. MIÑA**  
Dean, BUCE

THRU: **DR. MARIA JANE B. MASCARIÑAS**  
Dean, BU Graduate School

SUBJECT: **Designation as Program Adviser of Doctor of Philosophy in Educational Foundations**

Under the direct supervision of the Dean of BU Graduate School, you are hereby designated as **Program Adviser of Doctor of Philosophy in Educational Foundations** 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.

**BABY BOY BENJAMÍN D. NEBRES III**  
SUC President IV

I concur:

**DR. LORNA M. MIÑA**

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BUCE Dean  
Dean BUGS  
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