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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

26 June 2022

**ADMINISTRATIVE ORDER**

No. 531 series of 2023

**TO: DR. MA. VICTORIA M. MONTE**  
Associate Professor IV, BU College of Education

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

**SUBJECT: Designation as Gender and Development (GAD)  
Coordinator of BUCE**

Under the direct supervision of the Dean of the College of Education (BUCE), you are hereby designated as **College GAD Coordinator** of BUCE for School Year 2023- 2024 effective 02 August 2023 with the following duties and responsibilities:

- (a) Initiate activities to create advocacy for awareness and gender mainstreaming in development and influence gender and development policies;
- (b) Coordinate with the GAD Center in developing and implementing plans, programs and activities that will advance the GAD perspectives in the college;
- (c) Disseminate information on gender and development issues and women empowerment at different levels;
- (d) Initiate the integration of gender concepts in the academic curricula in coordination with the department chairs;
- (e) Coordinate with the college research and extension coordinators in integrating gender and development in the proposals and projects;
- (f) Assist the College Dean in preparing the budget involving GAD fund of the college;
- (g) Prepare and submit reports of GAD activities; 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. NEBRESS III**  
SUC President IV

I concur:

**DR. MA. VICTORIA M. MONTE**

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