



ISO 9001-2015  
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph

**MANILA OFFICE:**

No. 4 Lopez St., M. H. del Pilar  
Roosevelt Ave., Quezon City,  
Manila, Philippines

☎ Telefax: (02) 921-1586

*Office of the President*

26 June 2023

**ADMINISTRATIVE ORDER**

No. 534 series of 2023

**TO : DR. MARIA JOSELYN J. PAJE**  
Professor IV, BU College of Education

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

**SUBJECT : DESIGNATION AS CHAIRPERSON OF THE  
DEPARTMENT OF MANAGEMENT AND PROFESSIONAL  
EDUCATION OF BICOL UNIVERSITY COLLEGE OF  
EDUCATION**

Under the direct supervision of the Dean of BU College of Education (BUCE), you are hereby designated as **Chairperson of the Department of Management and Professional Education of BUCE** for School Year 2023-2024, effective 02 August 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

As **Department Chair**, you are expected to supervise the overall operation of the department and assist the Dean in implementing strategies to achieve the University's aim of becoming SUC Level V in accordance with DBM/CHED Joint Circular No. 1, s. 2016 and the specific college targets for the School Year 2023-2024. Specifically, you shall perform the following duties and functions:

- a) Provide leadership toward the achievement of the highest possible level of excellence in teaching, research and extension activities of the department;
- b) Assist the Dean in the review and implementation of approved academic programs and to ensure that college and departmental learning goals are met;
- c) Establish and maintain a cooperative, collegial work climate which enhances communication, trust and productivity of and among faculty and non-teaching staff and students in the department;
- d) Build collaborative relationships among departmental faculty by conducting departmental affairs in an orderly manner through department meetings, assigning appropriate committees, and keeping department members informed of important matters and policies of the college and the university;
- e) Create and maintain a personal data base that promotes the selection and retention of outstanding and diverse faculty and personnel within the department;
- f) Develop and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity;
- g) Ensure that accurate and timely advising is provided to all students in the department to further ensure high passing rate in Licensure Examination or its equivalent;
- h) Work with faculty and personnel of the department to ensure adherence to quality assurance standards, enhanced community engagement, and excellence in instruction and research;
- i) Assist the dean in the preparation of the faculty workload taking into consideration the balance in the instruction, research and extension functions of every faculty based on the existing policies of the university;
- j) Establish a functional departmental supervisory plan specifying monitoring schedules to ensure regular attendance of faculty members and staff in both academic instruction and meetings in university, college and department levels;

- k) Assist the Dean in managing the fiscal affairs of the college by preparing and submitting the department work and financial plan for incorporation to the college work and financial plan; and
- l) Perform other related task that may be assigned from time to time.

Your designation as Department Chair entitles you to six (6) units of Workload Equivalent Credit (WEC), subject to regular assessment of your performance.

Please be guided accordingly.



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

I concur:



DR. MARIA JOSELYN J. PAJE

Copy furnished:  
VPAA  
BUCE  
HRMO  
COA  
File