



ISO 9001-2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

17 July 2023

ADMINISTRATIVE ORDER

No. **544** series of 2023

**TO: Vice Presidents
Deans and Directors
Heads and Chiefs of Offices
Concerned Officials and Personnel
Faculty Members
Bicol University**

SUBJECT: Designation of University Evaluation Committee and Technical Working Groups for Faculty Scholarly Works

1.0 PURPOSE

Given the existing implementing guidelines on recognizing and accrediting scholarly works and scholarly work grants in accordance with the Administrative Orders No 28, s. 2022 and No. 75 s. 2022, the University Evaluation Committee and Technical Working Groups are hereby constituted to assess all completed scholarly works submitted by faculty members for recognition by the University for purposes of, but not limited to, DBM-CHED Joint Circular 3 s. 2022 crediting, publication, dissemination, commercialization, and other purposes.

2.0 UNIVERSITY COMMITTEE COMPOSITION

2.1 The university evaluation committee shall be composed of the following:

Chair: Vice President for Academic Affairs

Co-Chair: Vice President for Research Development and Extension

Members: Dean/Director of the College from where the faculty member is deployed according to plantilla (*Mother College*)

Director of the Appropriate Center under the OVRDE (*depending on the nature/ field alignment of the scholarly work being submitted for evaluation*)

Chair, Bicol University Research Ethics Committee

Internal and/or External Subject Matter Expert (*depending on the nature/ field alignment of the scholarly work being submitted for evaluation*)

2.2 Different Technical Working Groups shall assist the university evaluation committee according to the nature of the scholarly work submitted. The University Evaluation Committee shall convene the TWG depending on the submitted work.

2.2.1 Instructional Materials and Curriculum Development

Chair: Dean, College of Education

Vice-Chair: Director, BU Center for Teaching Excellence

Member: Internal Subject Matter Expert/ Program Chair

2.2.2 Research Output

Chair: **Director, BU Research and Development Management Division**

Vice-Chair: **Director, BU Publication and Knowledge Management Division**

Member: **Director, Center for Gender and Development**

2.2.3 Inventions (*Patent, Utility Model, and Commercialized Patented Products*)

Chair: **Director, BU Intellectual Property Management Division**

Vice-Chair: **Director, BU Center for Technology Commercialization and Enterprise Development**

Member: **Director, Business Affairs Office**

2.2.4 Creative Works (*New Creative Performing Artwork, Exhibition, Juried or Peer-reviewed Designs, and Literary Publications*)

Chair: **Dean, College of Arts and Letters**

Vice-Chair: **Director, Language Center**

Member: **Internal Subject Matter Expert/ Program Chair**

3.0 Effectivity

This designation shall take effect immediately until revoked by subsequent issuance from this office.

Please be guided accordingly.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV