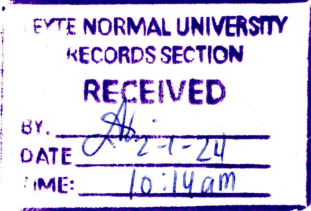




OFFICE OF THE UNIVERSITY PRESIDENT

SPECIAL ORDER No. 14
Series of 2024

005170



TO : **DR. MICHELINE A. GOTARDO**
Faculty, IT Unit

FROM :

SUBJECT : **DESIGNATION AS ACADEMIC CHAIR OF THE
APPLIED SCIENCES DEPARTMENT (BLIS, BSBIO, BSIT)**

DATE : **JANUARY 16, 2024**

In the interest of public service, you are hereby designated as the **Academic Chair of the Applied Sciences Department** effective **January 16, 2024 to July 31, 2024** or unless earlier revoked. It is understood that this designation carries with it no extra compensation except for Vacation and Sick Leave Credits, privileges and allowances that may be authorized. You are given only three (3) teaching loads, but you will be required to render a combined service of eight (8) hours a day from Monday to Friday.

As such, your task shall include, but are not limited to the following:

1. Directly supervise the implementation of the BLIS, BSBIO, and BSIT programs of the University;
2. Assign and prepare teaching loads for the various programs of the department in coordination with the Program Coordinators;
3. Review, in coordination with the Program Coordinators, and if necessary propose revisions of the syllabi of the faculty under his/her supervision;
4. Spearhead in the admission, screening and enrollment of the BLIS, BSBIO, and BSIT students;
5. Assist in the formulation of guidelines for screening of students who seek admission as majors/minors of the department;
6. Supervise all faculty members of the degree programs under the department;
7. Perform other tasks that may be assigned by the University President

This supersedes any other issuances inconsistent hereto.

FOR YOUR GUIDANCE AND COMPLIANCE.