



OFFICE OF THE EVSU-OC DIRECTOR

OFFICE ORDER

No. 3, s. 2024

DESIGNATION OF PROF. LYRA C. RODRIGUEZ AS DEPARTMENT HEAD OF BUSINESS AND MANAGEMENT DEPARTMENT

//-----//

Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU) and in the exigency of the service,

PROF. LYRA C. RODRIGUEZ

is hereby designated as Head of Business and Management Department effective immediately.

As such, she will perform the following functions:

- a. Plan, manages, and implements the academic, student, and administrative services in the department level;
- b. Administers the implementation of the curricular programs of the Department;
- c. Supervises the faculty members and students of the Department;
- d. Supervises the preparation of the course of study, recommend curriculum enrichment and propose course program/s;
- e. Prepares the academic load program of the faculty members and the student academic advising responsibilities, and recommend other-related tasks of faculty members in the Department;
- f. Promotes/encourages the professional activities of faculty members and conduct faculty development /enhancement programs;
- g. Recommends research proposals and extension services programs;
- h. Assists faculty members in the selection of textbooks and other instructional references;
- i. Motivates faculty members to produce instructional materials;
- j. Initiates and conducts the community extension service program of the Department;
- k. Participates and represents the college in professional activities relative to their field of specialization/ discipline;
- l. Encourages the collaboration of the faculty members to improve instruction, educational preparation and teaching efficiency;
- m. Initiates and proposes institutional IGPs;
- n. Conducts meetings and conferences with the faculty members under his direct supervision;
- o. Submits annual budget and report/s of the Department; and
- p. Performs such other duties and responsibilities as may be assigned by the Campus Director.

For information, guidance, and compliance of all concerned.

Issued this 10th of January 2024 in EVSU Ormoc Campus, Ormoc City.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT
Per Special Order No. 106, s. 2023


JEFFRY V. OCA, PhD
Director of EVSU Ormoc Campus

Copy furnished:

_____All concerned