



OFFICE OF THE CAMPUS DIRECTOR

OFFICE ORDER

No. 25, s. 2024

**DESIGNATION OF PROF. JOEL MARAVILES AS PROGRAM COORDINATOR OF
BACHELOR OF SECONDARY EDUCATION- MATHEMATICS (BSED-
MATHEMATICS)**

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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. Joel Maraviles

is hereby designated as Program Coordinator (BSEd-Mathematics) effective immediately.

As such, he will perform the following functions:

- a) Assists the Department Head in planning, managing and implementing the academic and student services in the program level;
- b) Assists the Department Head in the implementation of the respective curricular program;
- c) Assists the Department Head in the preparation of the course study, recommends curriculum enrichment and proposes course/s program/s.
- d) Assists the Department Head to promote/ encourage the professional activities of faculty members and conduct faculty development/ enhancement programs;
- e) Recommends research proposals and extension services programs;
- f) Participates and represents the program in professional activities relative to their field of specialization/discipline;
- g) Assists faculty members in the selection of textbooks and other instructional references;
- h) Assists the Department Head in the collaboration of the faculty to improve instruction, educational preparation and teaching efficiency;
- i) Performs other duties and responsibilities as may be assigned by the Department Head.

For information, guidance, and compliance of all concerned.

Issued this 17th of July 2024 at the Office of the Campus Director, Eastern Visayas State University, Ormoc Campus, Ormoc City.

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

JEFFRY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

_____ All concerned
_____ File, Office of EVSU-OC Director