



Republic of the Philippines
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Office of the President

19 September 2022

ADMINISTRATIVE ORDER

No. 611, series of 2022

TO: **ALL CONCERNED**
Bicol University

THRU: **VICE-PRESIDENT FOR ADMINISTRATION & FINANCE**
CHIEF ADMINISTRATIVE OFFICER FOR ADMINISTRATIVE
DIVISION
CONCERNED DEANS AND DIRECTORS

SUBJECT: **DESIGNATION OF CAMPUS/CLUSTER/UNIT**
ADMINISTRATIVE OFFICERS OF BICOL UNIVERSITY

In the interest of efficient and effective public service, anchored on the Quality Policy of Bicol University, the **designation as Campus/Cluster/Unit Administrative Officer** of the following personnel herein listed, with corresponding duties and responsibilities are hereby reiterated:

Name	Campus/Cluster/Unit
Ma. Myra C. Austero	BUGASS and Auxiliary Services
Elvira E. Azul	Cluster I (BUCE, BUCM, BUIPESR & including DMD)
Michelle B. Andes	Cluster II (BUCAL, BUGS, Language Center, BUCL, BUOU & BUJMRIGD)
Pritzie S. Rey	Cluster III (BUCS, BUCN, RCSMED)
Arlene L. Alemania	Cluster IV (BUCENG, BUCIT, BUJA, ESC, RDC)
Karen B. Sampaga	Daraga Campus
Jessel O. Opeña	BUCAF
Maximo R. Razal Jr.	Polangui Campus
Danilo V. Bognalbal, Jr.	Gubat Campus

Under the general supervision of the Chief Administrative Officer for Administrative Division and immediate or direct supervision of the Deans/Directors, the foregoing personnel shall perform the following functions:

1. Assist in the supervision of all personnel of support services under the Campus/Cluster on administrative matters and responsible for the faithful performance of their assigned task;
2. Recommend measures for the improvements of and facilitate the effective and efficient implementation of existing policies and program;
3. Ensure the efficient discharge of various transactions and signs obligation slip and payrolls and vouchers for salaries/wages and other financial claims;

4. Review and sign itinerary of travels, reimbursements, remittances and other related claims;
5. Sign Form 48 (DTR) of personnel under the cluster/campus/unit;
6. Assist the Campus/Cluster Dean/Unit Heads in the implementation of Guidelines and policies that emanates from top management;
7. Disseminate information and updates regarding management policies, pertinent rules and regulations from outside agencies like DBM, CSC, etc.;
8. Ensure the prompt preparation of appointment to be issued to faculty members; and
9. Does other functions that maybe given from time to time by the immediate supervisor.

As such, you are expected to discharge your functions efficiently and effectively in the pursuit of the continuing programs of development of the University and ensure the highest level of leadership and clientele satisfaction.

Please be guided accordingly.



ARNULFO M. MASCARIÑAS, Ph. D.
SUC President IV

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Vice-Presidents
Deans/Directors
CAO-Admin. Services
CAO-Finance
HRMO, COA, File