



REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph  
bicol\_university1969@yahoo.com

**MANILA OFFICE:**

No. 4 Lopez St., M. H. del Pilar  
Roosevelt Ave., Quezon City,  
Manila, Philippines

☎ Telefax: (02) 921-1586

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*Office of the President*

10 October 2022

**ADMINISTRATIVE ORDER**

No. 648, series of 2022

**TO: Atty. Joseph L. Bartolata**  
Vice President for Administration and Finance  
Bicol University

In view of my official travel to Belgium on November 11-27, 2022 to attend the Bicol University and Vives University Applied Sciences International and Intercultural Week on November 13-18, 2022 where the undersigned is invited as guest lecturer and International Academic Visit and Transdisciplinary Research Conclave 2022 at Vives University of Applied Sciences, Belgium on November 20-24, 2022, you are hereby designated as Officer-in-Charge of Bicol University effective November 11-27 or until my return.

As Officer-in-Charge of the University, you are authorized to attend to routine matters only to ensure smooth flow of office transactions.

Please be guided accordingly.

  
**ARNULFO M. MASCARIÑAS**  
SUC President IV

Cc:  
All Vice Presidents  
Deans and Directors  
Heads and Chiefs of Offices  
File