



REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

31 August 2022

**ADMINISTRATIVE ORDER**

No. 695 series of 2022

**TO: Ms. Maria Rechel M. Marcaida-Chairperson  
Ms. Lina E. Celosa - Secretary  
Dr. Greg G. Olayres -Member  
Mr. Gerald H. Estiller - Member  
Ms. Olda Mae A. Aligan - Member  
Mr. John Patric S. Fabilane, Csc President – Member**

**THRU: Dr. Rosemarie R. Jadie  
Director, BUGC**

**SUBJECT: Designation as College Library Committee of the Bicol  
University Gubat Campus**

Pursuant to BU OP AO No. 496, s. 2022 you are hereby designated to compose the **College Library Committee** of Bicol University Gubat Campus. As such, you are expected to perform the following duties and responsibilities:

- (1) Recommend the acquisition of books, periodicals, and other library materials based on the needs of the college to ensure a well-balanced collection development program;
- (2) Adopt policies that are consistent with the university rules and regulations to meet the needs of the college;
- (3) Assist in acquiring additional library resources including funds, books, equipment etc.;
- (4) Serve as link between the library and the personnel of the college;
- (5) Act as liaison between users and the college; and
- (6) Serve as sounding board for innovation and advocate for implementing new technologies.

This committee assignment shall take effect on September 1, 2022 until revoked by a subsequent issuance. Furthermore, this designation shall be in addition to your regular functions as official and personnel of this university but without additional remuneration.

Please be guided accordingly.

  
**ARNULFO M. MASCARIÑAS**  
SUC President IV