



Office of the President

31 October 2022

ADMINISTRATIVE ORDER
No. **697** series of 2022

TO: MS. BARBARA C. RELUCIO
Administrative Officer III

MS. CINDY B. PACATANG
Administrative Aide VI

THRU: MS. CRISANTA A. BOTIN
University Budget Officer

ATTY. LOYD P. CASASIS
Chief Administrative Officer – Finance

SUBJECT: DESIGNATION AS BUDGET OFFICERS

In view of the retirement of MS. EDNA M. ODOÑO starting November 1, 2022 (Non-duty Status) and to ensure continuous and smooth transactions of the office, you are hereby designated as **BUDGET OFFICERS** of the following colleges and units effective November 1, 2022.

Name of Designee	College/Office/Unit
1. MS. BARBARA C. RELUCIO Admin. Officer III	Advance Education and BU College of Arts and Letters
2. MS. CINDY B. PACATANG Admin. Aide VI	BU College of Law, Jesse M. Robredo Institute of Governance and Development, and Language Center

As such, you are hereby directed to coordinate with the University Budget Officer for specific instructions in the discharge of your duties and functions as designated budget officers.

Further, you are directed to discharge your duties and functions with highest degree of professionalism, honesty, and integrity and ensure prompt actions in the delivery of service under your office.

Please be guided accordingly.


ARNULFO M. MASCARIÑAS
SUC President IV

Cc:
VPAF
FMO
UBO
Concerned Colleges/Units/Offices
HRMO
COA, File