



Republic of the Philippines
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Office of the President

28 September 2022

OFFICE MEMORANDUM

No. **346**, series of 2022

TO: **Vice Presidents**
Academic Deans and Directors
Dean of Student Affairs and Services
Dean of Admissions
University Registrar
OIC – University Health Services
University Librarian
Chief Administrative Officer for Finance
University Budget Officer
Chief Accountant
University Cashier
Head of Motorpool Section
Head of Security Services Office
Head of General Services Office
Director of Procurement and Management Office
OIC – University Supply Management Office
Director of Physical Development and Maintenance Office
Director of Planning and Development Office
Director of Research Development and Management Division
Director of Extension and Management Division
All OVRDE Center Directors
Director of National Service Training Program
Head of Human Resource Management and Development Office
University Document Controller
Chief of Internal Audit Service
Chief Presidential management Staff Office
Director of International Relations Office
University Legal Officer
University Board Secretary
Head of Records Management Office
Bicol University

SUBJECT: **Emergency Meeting in Preparation for the ISO 9001-2015 External Audit**

You are hereby directed to attend the **EMERGENCY MEETING** relative to the preparation for the ISO 9001-2015 External Audit on 29 September 2022, Thursday at 10:30 A.M at the Conference Room, 2/F Ricardo A. Arcilla Building (former GASS Building), Bicol University, Legazpi. Important matters shall be discussed in the meeting.

You are further directed to strictly observe the health and safety protocol such as wearing of facemask and observing physical distancing to ensure safety of everyone in attendance to the meeting.

For information, dissemination, and compliance of all concerned.


ARNULFO M. MASCARIÑAS
SUC President IV