



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

Office of the President

9 March 2023

ADMINISTRATIVE ORDER

No. 166 series of 2023

TO: ENGR. OLIVER E. ALIGAN
Associate Professor V, BUCEng

THRU: THE COLLEGE DEAN
BU College of Engineering

**SUBJECT: DESIGNATION AS DIRECTOR OF THE PHYSICAL DEVELOPMENT
AND MAINTENANCE OFFICE**

To ensure efficient and responsive delivery of service along physical development of the University, under the immediate supervision of the Vice-President for Planning and Development, you are hereby designated as **Director of the Physical Development and Maintenance Office of Bicol University** effective 10 March 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service Commission rules and regulations.

Subject to confirmation by the Board of Regents, as **Director of the Physical Development and Maintenance Office**, you shall take the lead in the planning, implementing, monitoring and evaluating of approved physical development plans and projects of the University. Specifically, you shall perform the following duties and functions:

- (a) Take the lead in the preparation of building plans, specifications, and campus development plans in collaboration with end- users and allied professionals.
- (b) Supervise, monitor and evaluate all completed and existing infrastructure projects in the University.
- (c) Prepare and implement periodic repair and maintenance plan of the University.
- (d) Conduct regular inventory of the physical status of the structures of the University for appropriate action.
- (e) Facilitate and/or assist in obtaining all necessary building permit requirements for new structures to be constructed in the University in accordance with the National Building Code of the Philippines.
- (f) Perform other related functions that may be assigned by higher authorities.

This designation shall entitle you to twelve (12) units of Workload Equivalent Credit (WEC) and to Reimbursable Office Representation not to exceed Five Thousand Pesos (p 5,000.00) per month in accordance with government accounting and auditing rules and regulations. Likewise, you shall be on accrued leave status for the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:



ENGR. OLIVER E. ALIGAN

Copy furnished:
Vice Presidents
Deans/Directors
Chiefs/Heads of Offices
COA & File-