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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

24 April 2023

ADMINISTRATIVE ORDER

No. *257* series of 2023

TO: **DR. VIOLA L. AMANO**
Professor VI, BU-JMRIGD

THRU: **THE DIRECTOR**
BU Jesse M. Robredo Institute of Governance and Development

SUBJECT: **DESIGNATION AS DIRECTOR OF THE BUSINESS AFFAIRS
OFFICE OF BICOL UNIVERSITY**

To ensure efficient and responsive delivery of services along Business Affairs of Bicol University, under the general supervision of the Vice- President for Planning and Development, you are hereby designated as **Director of the Business Affairs Office of Bicol University** for the SY 2023-2024, effective 2 May 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 Bicol University Business Affairs Office**, you shall take charge of the income-generating projects of the University. Specifically, you shall perform the following duties and functions:

- (a) Take the lead in the preparation of the plan and direction of income-generating undertakings of the University.
- (b) Evaluate the economic and financial feasibility of business development proposals.
- (c) Access funds which can be used to support business development proposals of the colleges/units.
- (d) Oversee the overall implementation and operation of income generating projects.
- (e) Prepare and submit periodic monitoring and accomplishment reports for income generating projects.
- (f) Perform other functions as may be assigned by higher authorities.

Your designation as Director of the Bicol University Business Affairs Office shall entitle you to twelve (12) units of Workload Equivalent Credit (WEC) and you shall be on accrued leave status during 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:


VIOLA L. AMANO

Copy furnished:
VPs
Deans/Directors
Heads/Chiefs of Offices
COA, File