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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

10 March 2023

ADMINISTRATIVE ORDER

No. 259 series of 2023

**TO: MR. CYRUS BARRAMEDA
MR. ROLLIE MONTEALEGRE
MS. LAILA A. BELARDO
MR. MARLON B. SARTE
Bicol University**

THRU: RESPECTIVE HEADS OF OFFICES

**SUBJECT: DESIGNATION AS INSPECTION COMMITTEE FOR THE PROJECT
SUBSCRIPTION OF E-JOURNALS AND E-BOOKS**

In view of the implementation to the project: "Subscription of e-Journals and e-Books", you are hereby constituted to compose the inspection committee with Mr. Cyrus Barrameda as Chair, Mr. Rollie Montealegre as Vice Chair, Mr. Marlon B. Sarte, as Member and Ms. Laila Belardo, as BU Library Representative, tasked to perform the following duties and functions:

- a) Conduct inspection of the delivery of services for the project re: Subscription of e-Journals;
- b) Prepare monitoring and evaluation scheme for the period of delivery for this project;
- c) Submit a regular report of monitoring and evaluation to the end-user copy furnished the Bids and Awards Committee for appropriate disposition if applicable;
- d) Monitor the use of the system by its constituents;
- e) Provide needed recommendation, if necessary, in accordance to the result of evaluation.

This assignment shall take effect immediately until termination of the project and shall form part of your regular functions as personnel of this university.

Please be guided accordingly.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV

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