



ISO 9001-2015  
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph

**MANILA OFFICE:**

No. 4 Lopez St., M. H. del Pilar  
Roosevelt Ave., Quezon City,  
Manila, Philippines

☎ Telefax: (02) 921-1586

*Office of the President*

3 April 2023

**ADMINISTRATIVE ORDER**

No. 281 series 2023

**TO: DR. MA. JULIETA B. BORRES**  
Vice President for Academic Affairs

**SUBJECT: DESIGNATION AS DIRECTOR OF AUXILIARY SERVICES IN  
CONCURRENT CAPACITY**

In concurrent capacity, you are hereby designated as Director of the Auxiliary Services effective April 4, 2023 until revoked by a subsequent issuance from this Office. As Director of the Auxiliary Services, you shall oversee the operations of the Auxiliary Services which include the Library Services and Medical and Dental Services, subject to a periodic assessment of your performance in accordance with specific work targets agreed upon by you as designee and this Office.

As such, you are expected to ensure that all deliverables under the said offices are promptly done, all requirements are provided and make sure that the budget allotted are spend within the timeframe.

Please be guided accordingly.

**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

I concur:

**DR. MA. JULIETA B. BORRES**

Copy furnished:  
Vice Presidents  
Deans and Directors  
Heads/Chiefs of Offices  
HRMO  
File