



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*

30 May 2023

**ADMINISTRATIVE ORDER**

No. 355, series of 2023

**TO : ALL DEANS/DIRECTOS  
HEADS/CHIEFS OF OFFICES  
ALL ADMINISTRATIVE OFFICERS  
ALL BU PERSONNEL  
Bicol University**

**SUBJECT : IMPLEMENTATION OF ONE-TIME GRANT OF RICE ASSISTANCE**

Relative to the implementation of the One-Time Grant of Rice Assistance (OTRA) to government employees and workers pursuant to Administrative Order (AO) No. 2. All college/unit/cluster campus administrative officers are directed to facilitate the signing of Acknowledgement Receipt of all the qualified beneficiaries for One-Time Grant of Rice Assistance. The list will be provided by the Human Resource Management and Development Office and must be submitted on or before June 8, 2023.

For information and strict compliance of all concerned.

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