



REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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SOCOTEC SCP000722Q

*Office of the President*

24 April 2023

**ADMINISTRATIVE ORDER**

No. 331 series of 2023

TO: **PROF. JANETTE N. ARIOLA**  
Assistant Professor III, Bicol University

THRU: **The Director**  
BU-RDMD

SUBJECT: **DESIGNATION AS SENIOR PRESIDENTIAL STAFF AND  
UNIVERSITY DOCUMENTS AND RECORDS  
CONTROLLER**

In view of the University's continued quest for quality management system and to ensure the highest level of efficiency and effectiveness in the performance of office transactions at the office of the University President, you are hereby designated as **Senior Staff at the Presidential Management Staff Office and University Documents and Records Controller** on concurrent capacity effective 02 May 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

Subject to confirmation by the Board of Regents, as Senior Presidential Staff, you shall assist the Chief of Presidential Management Staff Office in ensuring that complete staff work is undertaken for all documents and issuances needing the signature of the University President. Further, you shall ascertain that all pertinent information related to all incoming and outgoing documents and/or communications are obtained, processed and collated.

As University Documents and Records Controller, you shall perform the following duties and functions:

- (a) Take care of all quality management system (QMS) documents and records.
- (b) Ensure clear understanding and implementation of the organization's processes
- (c) Manage the documents and records of the whole organization to ensure security, availability and that all documents are controlled as required during audit trail.
- (d) Perform such other functions as may be assigned by the University President from time to time.

This designation entitles you to twelve (12) units of Workload Equivalent Credit and 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:

  
JANETTE N. ARIOLA

Copy furnished:  
VPs  
Deans and Directors  
Heads/Chief of Offices  
COA  
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