



REPUBLIC OF THE PHILIPPINES
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Office of the President

29 May 2023

ADMINISTRATIVE ORDER
No. *354* series 2023

TO: DR. EDDIE S. SEE.
Professor VI, Bicol University

THRU: THE DEAN
College of Business Economics and Management

SUBJECT: DESIGNATION AS ASSISTANT TO THE PRESIDENT FOR SPECIAL CONCERNS

Under the direct supervision of the University President, you are hereby designated as **Assistant to the University President for Special Concerns**, for School Year 2023-2024, effective 2 June 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 **Assistant to the University President for Special Concerns**, you shall perform the following duties and functions:

- a) Verify compliance of the proponents on the suggestions and recommendations given by the members of the administrative council for particular administrative proposals before they are submitted to the BOR secretary for subsequent submission to the Board of Regents for their approval;
- b) Verify compliance of the proponents on the suggestions and recommendations given by the members of the academic council for particular academic-related proposals before they are submitted to the BOR secretary for subsequent submission to the Board of Regents for their approval;
- c) Review the implementing Administrative Orders to ensure their compliance to BOR approval before they are released to the different colleges and offices of the University; and
- d) Perform other functions that may be assigned by the University President.

To perform tasks (a) and (b), you are directed to directly coordinate with the Chief of the Presidential Management Staff Office, Office of the University President.

This designation entitles you to nine (9) units Workload Equivalent Credit (WEC) 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:


EDDIE S. SEE

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