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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

2 June 2023

ADMINISTRATIVE ORDER

No. **385** series of 2023

TO: ENGR. ANNA G. BILARO
Associate Professor II, Bicol University

THRU: DR. AMELIA B. GONZALES
Dean, BU College of Engineering

ENGR. OLIVER E. ALIGAN
Director, Physical Development Maintenance Office

SUBJECT: DESIGNATION AS UNIVERSITY GEOTECHNICAL ENGINEER

To ensure efficient and effective delivery of services at the Physical Development and Maintenance Office and to respond promptly on requests of the various colleges/units of the University, you are hereby designated as the **University Geotechnical Engineer** assigned at the PDMO under the Planning and Development Office effective June 5, 2023 until revoked by a subsequent issuance from this Office in accordance with the Civil Service rules and regulations. As such, you shall perform the following duties and responsibilities:

- (a) Conduct onsite surveys, site visits, and investigations to gather relevant information related to Geotechnical Engineering needed in the preparation of design proposal for the prospective projects;
- (b) Evaluate the subsurface conditions before the design and erection of engineering structures (vertical and horizontal);
- (c) Facilitate the conduct of laboratory tests and field tests needed before the design process;
- (d) Supervise the conduct of geotechnical exploration if it is being executed;
- (e) Supervise the construction of foundations for the on-going projects and upcoming projects;
- (f) Recommend the required number of boreholes needed for the design process and construction;
- (g) Work together with the Structural Engineer n and PDMO Director in the evaluation, assessment, and recommendations for the design of engineering structures' foundations; and
- (h) Perform other related tasks that may be given from time to time by Director of PDMO.

This designation entitles you to six (6) units of workload equivalent credit, subject to regular assessment of your performance which shall take effect on the 1st semester of SY 2023-2024. Service Credit shall be granted to Engr. Anna G. Bilaro for her services rendered during Midyear of 2023 subject to the rules and regulations for the granting of Service Credit.

Please be guided accordingly.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:


ENGR. ANNA G. BILARO

Copy furnished:
All Vice Presidents
Deans/Directors
Heads/Chiefs of Offices
HRMO, COA, File