



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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SOCOTEC SCP000722Q

Office of the President

2 June 2023

ADMINISTRATIVE ORDER

No. **387** series of 2023

TO: ENGR. DARWIN M. MURILLO
Assistant Professor III, 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 PROFESSIONAL
MECHANICAL 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 Professional Mechanical Engineer** assigned at the PDMO under the Planning and Development Office for School Year 2023-2024, 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) Prepare and submit relevant/appropriate mechanical plans of infrastructure projects of Bicol University, including but not limited to air-conditioning layout and fire suppression systems;
- (b) Review all submitted mechanical plans to the PDMO, including but not limited to air-conditioning layout and fire suppression systems;
- (c) Validate submitted price estimates of all mechanical works submitted to the PDMO;
- (d) Prepare and submit relevant reports to the Director of the PDMO through channels;
and
- (e) Perform other related tasks that may be given from time to time by concerned BU officials.

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. Darwin M. Murillo for his 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. DARWIN M. MURILLO

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