



*Office of the President*

16 June 2023

**ADMINISTRATIVE ORDER**

No. **394** series of 2023

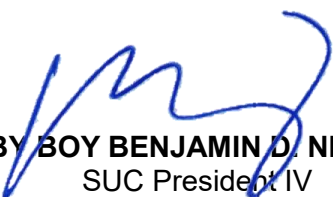
**SUBJECT: Designated Committee Chairs and Members for the Conduct of the Induction Ceremony for Bicol University Designated Officials for School Year 2023 - 2024**

In view of the scheduled Induction Ceremony for the designated officials of Bicol University for School Year 2023-2024 on June 21, 2023, Wednesday, 6:30 P.M. at the venue to be announce as soon as identified but within Legazpi City, you are hereby designated to compose the different working committees to work on the planning, implementation, and post implementation of the above-named activity.

<b>Committee on Program/Invitation</b>		
Chair	Dr. Reina O. Habalo	Chief, Presidential Management Staff Office
Co-Chair	Dr. Renelyn E. Bautista	Director, Communication and Public Relations Office
Member	Prof. Janette N. Ariola	Senior Presidential Staff, Office of the President
Floor Director	Prof. Dennis R. Mirabueno	
Support Staff	All Staff at the CPRO Office Ms. Maureen C. Mejillano, IRO staff Ms. Abigail M. Abainza, IRO staff	
	<ul style="list-style-type: none"> <li>The committee shall prepare the program and invitation which includes the lay outting, printing and distributing of the program to all concerned.</li> <li>Shall assign the master of ceremony</li> <li>Shall assist in the orderly flow of the program during the actual event</li> <li>Prepare infographics and other publicity materials</li> </ul>	
<b>Committee on Venue Arrangement, and Decoration</b>		
Chair	Prof. Carina L. Sales	Director, Institute of Physical Education Sports and Recreation
Support Staff	IPESR Staff	
	<ul style="list-style-type: none"> <li>Shall take charge and oversee the venue preparation including the seat arrangement, sound system, and decoration of the venue</li> <li>Coordinate with the service provider for the details</li> </ul>	
<b>Committee on Food and Registration</b>		
Chair	Ms. Myra A. Caparas	Administrative Officer I, Admin. Services Division
Co-Chair	Ms. Carol P. Barrun	OP Staff
Members	Ms. Jocelyn L. Corre Ms. Alita C. Lozano Ms. Cielo L. Jaylo Ms. Raquel B. Rejuso	Internal Auditor, IAS Office BOR Staff BOR Staff OP Staff
	<ul style="list-style-type: none"> <li>The committee shall take charge of the registration upon arrival of the participants at the venue</li> <li>Shall coordinate with the service provider to ensure the quality of food to be served and the correctness of the food items based on the approved menu</li> </ul>	
<b>Committee on Medals and Pins</b>		
Chair	Ms. January M. Dechavez	OVPAA Technical Staff
Members	Mr. Ramon Gian Brom Ms. Joy Loares Ms. Hannah S. Bolon Ms. Jennilyn B. Pispis Ms. Janice O. Opeña	VPAA Staff VPAA Staff HRMDO Staff HRMDO Staff HRMDO Staff

	Ms. Analiza M. Nuñez	VPPD Staff
	<ul style="list-style-type: none"> <li>• The committee shall check the completeness of the medals and pins before the activity proper.</li> <li>• Shall take charge of the arrangement of the medals and pins at the venue to ensure smooth flow of the imposition and pinning respectively during the program</li> <li>• Shall assist in the handing of medals and pins to the official who shall impose and pin during the program</li> </ul>	
<b>Committee on Transportation</b>		
Chair	Prof. Jayson L. Abrigo	Head, Motorpool Section
Members	Mr. Christian De Jesus	Motorpool Section Staff
	All Drivers	
	<ul style="list-style-type: none"> <li>• The committee shall ensure availability of vehicles to transport committee members and participants to the venue before, during, and after the activity</li> <li>• Shall coordinate with the different committees for the use of vehicles</li> </ul>	
<b>Committee on Health Services</b>		
Chair	Dr. Jeanne Marie M. Morcoso- Llana	Heads, University Health Services
Members	Two Nurses to be assigned by the Head of UHS	
	<ul style="list-style-type: none"> <li>• The committee shall assist in case any participant may need medical assistance while in attendance to the activity</li> <li>• Shall ensure there are enough medicines available and other medical apparatus that may be needed</li> </ul>	
<b>Committee on Security and Traffic Management</b>		
Chair	Mr. Erwin Madraso	Head, Security Services Office
Members	Security Guards to be assigned by the Head of SSO	
	<ul style="list-style-type: none"> <li>• The committee shall ensure smooth flow of coming in and out of vehicles in the venue</li> <li>• Shall provide security assistance to ensure orderly and peaceful conduct of the activity</li> </ul>	

Please be guided accordingly.

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