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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

2 June 2023

ADMINISTRATIVE ORDER

No. *396* series of 2023

TO: **AR. ADRIAN J. GRAGEDA**
Architect I, Bicol University

THRU: **ENGR. OLIVER E. ALIGAN**
Director, Physical Development Maintenance Office

SUBJECT: **DESIGNATION AS HEAD OF THE PLANNING AND DESIGN
SECTION OF THE PHYSICAL DEVELOPMENT AND
MAINTENANCE OFFICE (PDMO)**

To ensure efficient and effective delivery of services under the Planning and Design Section of 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 **Head of the Planning and Design Section** of the PDMO 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 take the lead in the monitoring and inspection of on-going projects and in preparing plans and program of works for major repair projects of the University. You shall likewise oversee the activities of the two sub-sections which are the construction sub-section and the repairs sub-section whose functions are stipulated in Administrative Order No. 190, series of 2022 with subject: "Restructuring of the Physical Development and Maintenance Office (PDMO) and the General Services Office (GSO)".

This designation shall form part of your regular functions as Architect I of Bicol University, subject to regular assessment of your performance.

Please be guided accordingly.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV

I concur:


AR. ADRIAN J. GRAGEDA

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Deans/Directors
Heads/Chiefs of Offices
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