



ISO 9001-2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

☎ Telefax: (052) 480-0167

Email: op@bicol-u.edu.ph

MANILA OFFICE:

No. 4 Lopez St., M. H. del Pilar
Roosevelt Ave., Quezon City,
Manila, Philippines

☎ Telefax: (02) 921-1586

Office of the President

1 June 2023

ADMINISTRATIVE ORDER

No. 399 series of 2023

TO: **MR. JAYKEE N. MOLAR**
MR. ADRIAN RODRIGUEZ
MR. RODOLFO HILL MEDROSO
Bicol University

With Mr. Jaykee N. Molar as Chairman and the rest as members, you are hereby constituted as a Committee to serve as Inspector for Equipment and Services in the General Administration including all attached offices.

You are expected to conduct exhaustive inspection, verification of equipment prior to actual repair to determine the extent of the damage subject to replacement of parts, conditioning and cleaning and other related services. Prior to actual payment for the services rendered, the same activity shall be conducted to determine whether the specific units have been restored to good running condition and will render usable and be advantageous to the University for the delivery services.

This designation shall form part of your regular assignment, and does not entail additional remuneration.

Please be guided accordingly.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV