



Office of the President

26 June 2023

ADMINISTRATIVE ORDER

No. *439* series of 2023

SUBJECT: RECONSTITUTION OF THE UNIVERSITY CRISIS MANAGEMENT COMMITTEE (UCMC)

In view of the changes in some designations of University officials, this Administrative Order is hereby issued to reconstitute the University Crisis Management Committee. The UCMC shall take the lead in crafting and implementing strategies in addressing crisis that may be faced by the University. It shall likewise recommend to the University Administration action plans to ensure smooth University operation and quality service to its stakeholders in the midst of crisis. The following comprise the University Crisis Management Committee and their specific functions.

UCMC Position	Designee	Functions
Chairperson	Dr. Baby Boy Benjamin D. Nebres III SUC President IV	<ul style="list-style-type: none"> • Provide leadership to the Crisis Management Committee and preside over regular meetings of the committee
Vice Chairperson	Atty. Norly P. Reyes VP for Administration and Finance	<ul style="list-style-type: none"> • Assist the chair in leading the UCMC and preside over the meeting called for in the absence of the chair
Health Officer	Dr. Jeannie Marie M. Morcoso-Llana	<ul style="list-style-type: none"> • Oversee the implementation of health and safety protocol of the University and ensure its compliance to DOH guidelines
Planning Officer	Prof. Alwin Joseph M. Maceres	<ul style="list-style-type: none"> • Lead in the preparation, implementation, and monitoring of plans in relation to engineering controls that need to be installed
Safety Officer	Prof. Eduardo Thaddeus M. Livica Jr. University Safety Officer	<ul style="list-style-type: none"> • Monitor the implementation of minimum safety protocol • Provide periodic report and recommendations to the UCMC based on evaluation
Information Officer	Dr. Renelyn E. Bautista Director, Communication and Public Relations Office	<ul style="list-style-type: none"> • Oversee the Implementation of the Communication plan approved by the University • Serve as source of information related to COVID-19 response and other related diseases and/or calamities/disasters
Surveillance Officer	Mr. Erwin D. Madraso Head, Security Services Office	<ul style="list-style-type: none"> • Study and monitor the movement of people involved in the activities conducted in and out of the University
Other Members	Prof. Sonnie A. Ramos, CPA, MBA VP for Planning and Development	<ul style="list-style-type: none"> • Assist the whole committee in reviewing the situations in the University and in crafting the University health and safety protocol in compliance to DOH
	Dr. Ma. Julieta B. Borres VP for Academic Affairs	
	Prof. Daves L. Tonga	

	Dean, Office of Student Affairs and Services	regulations and guidelines for implementation in the University • Assist the whole committee in scrutinizing and recommending the proposals of the different colleges and organizations for conduct of activities apart from the regular classroom activities
	Engr. Fernan D. Dematera President, BUUFAI	
	Ms. Mary Jane A. Vicuña President, BU ANTS	
	Ms. Remeé Estefany Baldorado Chairperson, USC	
Secretariat	Atty. Daryl B. Alfante – Redoblado University Legal Officer To be assisted by the Staff at the Legal Affairs Office	• Provide secretariat service to ensure proper documentation and transmittal of recommendations from the committee to the University President

Any provisions of existing Administrative Orders and other official issuances which are inconsistent with this Administrative Order are hereby repealed or modified accordingly. This issuance shall likewise take effect immediately until revoked by a subsequent issuance from this Office.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

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