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Office of the President

21 June 2023

ADMINISTRATIVE ORDER

No. 484 s. 2023

TO: **ATTY. NORLY P. REYES**
Vice President for Administration and Finance

DR. MA. JULIETA B. BORRES
Vice President for Academic Affairs

PROF. ALWIN JOSEPH M. MACERES
Director, Planning and Development Office

ATTY. NORLY P. REYES
Concurrent Chief Administrative Officer for Administrative Services Division

ATTY. LOYD P. CASASIS
Chief Administrative Officer for Finance Division

DR. JENNIFER T. BARRAMEDA
Head, Human Resource Management and Development Office

MS. CHRISTINE Z. BELGICA
Administrative Officer II, HRMDO Alternate

ENGR. FERNAN D. DEMATERA
BUUFAI President

DR. BENEDICTO B. BALILO, JR.
BUUFAI Alternate Representative 1

DR. FRANCIA D. OCTEZA
BUUFAI Alternate Representative 2

MS. MARY JANE A. VICUÑA
BUANTS President (1st Level Representative)

MS. FEBBIE N. DOMINGUIANO
BUANTS Officer (1st Level Representative, Alternate)

MS. KAREN B. SAMPAGA
BUANTS Officer (2nd Level Representative)

MS. LAILA A. BELARDO
BUANTS Officer (2nd Level Representative, Alternate)

**SUBJECT: COMPOSITION OF THE HUMAN RESOURCE DEVELOPMENT PROGRAM
(BU-HRDP) COMMITTEE**

With Atty. Norly P. Reyes, Vice President for Administration and Finance (VPAF) as Chairperson and Dr. Ma. Julieta B. Borres, Vice President for Academic Affairs (VPAA) as Vice Chairperson, Dr. Jennifer T. Barrameda, Human Resource Management and Development Officer as Secretary, and the rest as members, you are hereby designated to compose the Bicol University Human Resource Development Program (BU-HRDP) Committee.

As HRDP Committee, you shall act on the recommendations of the Deans and shall likewise conduct necessary review and evaluation of applicants' documents for endorsement to the University President for his final approval of the grant. Further, you shall perform your functions as HRDP Committee adhering to the Equal Opportunity Principle which provides that "All official and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy,

physical features, impairment or disability, work related injury, religious belief or activity ethnicity, political belief, affiliation or activity, shall be given equal opportunity to be given rewards and recognition based on the performance, innovative ideas, inventions, superior accomplishments, exemplary behavior and other personnel efforts which contribute to the efficiency, economy or other improvement in the operations of the University.”

Specifically, you shall ensure that the following provisions indicated in the BU Equal Employment Opportunity Principle (EEOP) are taken into consideration in recommending BU personnel to any developmental interventions:

- (1) All employees of Bicol University shall be provided with opportunity to attend development intervention at least one (1) intervention per year regardless of gender, status disability, religion, and ethnicity or political affiliation. Recommendation to attend HR intervention should be solely based on the training needs analysis, competencies and performance.
- (2) The Bicol University shall promote EEOP for differently abled personnel through development intervention opportunities and other related activities.

This Administrative Order shall take effect immediately until revoked by a subsequent issuance and supersedes Administrative Order No. 350 series of 2019.

Please be guided accordingly.



BABY BOY BENJAMIN D. NEBRES III
SUC President IV

cc: All Vice Presidents
Deans, Directors, Heads/Chief of Offices
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