



*Office of the President*

6 July 2023

**ADMINISTRATIVE ORDER**

No. 515 series of 2023

**TO:** ALL VICE PRESIDENTS  
 ALL DEANS AND DIRECTORS  
 ASSOCIATE DEANS/DIRECTORS  
 COLLEGE SECRETARY  
 HEADS OF OFFICES/UNITS  
 Bicol university

**SUBJECT: COMPOSITION OF 8888 FOCAL TEAM**

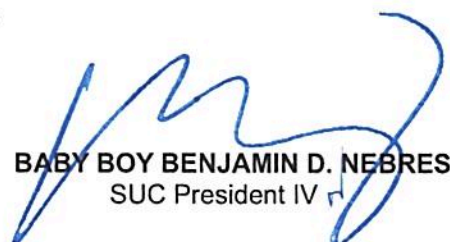
In order to streamline the process in addressing concerns lodged through the portal, the 8888 Citizen/s Complaints Center is inviting the State Universities to be their partner government agency so that they can directly or indirectly refer concerns for appropriate action.

Relevant to this, you are hereby designated to compose the BU Local 8888 Focal Team with the following functions:

| Assigned Person  | Position                           | Function  |
|--|------------------------------------|---|
| Associate Dean/Director or College Secretary   | Focal Permanent Focal Person (PFP) | Refers to the officer duty designated by the institution to act, monitor, and oversee the 8888 referrals received by the office, preferably with a rank of at least a University/College Secretary.   |
| Dean/Director  | Assistant Focal Person (AFP)       | In the absence/lieu of the PFP, the AFP shall act. Monitor and oversee the 8888 referrals received by the Officer.; and<br><br>Shall have a rank of at least a Director, unless the existing organizational set-up provides otherwise.  |
| To be identified by the respective colleges/units/campuses<br><br>(Names to be submitted on July 12, 2023) | Technical Officers                 | Refers to the person's in-charge of receiving 8888 referrals, and in maintaining and managing the institution's 8888 online account/portal; and<br><br>Shall regularly check the 8888 portal, inform the PFP/AFP or received referrals, update and provide feedback, and perform such other functions as instructed by the PFP/AFP. |

For further information, please contact Dr. Jennifer T. Barrameda, Supervising Administrative Officer/ Chairperson, University Committee on Anti-Red Tape Act (CART).

For information, dissemination and compliance.

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