



Republic of the Philippines  
**BICOL UNIVERSITY**  
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*Office of the President*

5 June 2023

OFFICE MEMORANDUM

No. 175 s. 2023

**TO: Administrative Services Div.**

Ma. Myra A. Caparas  
Ma. Mae M. Lleva  
Janssen Ann Madrinian  
Regine B. Torre

**Alumni Relations Office**

Jason Barrameda

**Procurement Mgt. Office**

Roy B. Arenas  
John Paul R. Ayque  
Gretel Ivy N. Beni  
Sheena Marie L. Cedro  
Angelica Carla A. Cells  
Lyndon Sam D. Dianela  
Reynan L. Flores  
Gisela M. Gomez  
Ivan Rae Francis Lorino  
Emma Macariola  
Emmalou P. Navarro  
Mae M. Nuñez  
Sam-Karlo R. Pantoja  
Nicanor B. Perez  
Sherlyn B. Santander

**Motorpool**

Prof. Jayson L. Abrigo  
Marcelo J. Araña  
Rafael N. Bartolome, Jr.  
Jelma A. Batalla  
Joseph M. Bumalay  
Zaldy M. Clamar  
Christian R. De Jesus  
Jerry L. Necerio  
Percival P. Sto. Tomas

**Cashier Office**

Janice M. Castuera  
Cheryl R. Del Prado  
Eleanor D. Macasinag

**Admissions Office**

Rafael Lito A. Astor  
Angela V. Balin  
Richmon B. Borbon  
Renz A. Cabiles  
Analey E. Encinares  
Kim S. Mendiola  
Riza D. Moratalla  
Ma. Kathleen Ann M. Roda  
Napoleon Kris A. Venus

**Info. and Comm. Technology Office (ICTO)**

Kenneth Alberto  
Justine J. Baldovino  
Maria Angela T. Belarma  
Joshua B. Benosa  
Elaine Angel A. Briones  
Jefferson F. Clemente  
Exequiel M. Lustan  
Ian Andrew S. Mayor  
Aris J. Ordoñez  
Adrian A. Rodriguez  
Marlon B. Sarte  
Jerald S. Secretario

**HRMDO**

Donnabelle M. Alaurin  
Dr. Jennifer T. Barrameda  
Christine Z. Belgica  
Hannah S. Bolon  
Jessica A. Cledera  
Janice O. Opeña  
Rey A. Padilla

**Central Budget Office**

Renato A. Belga  
Ruth M. Bracamonte  
Karen I. Caballero  
Cindy B. Pacatang  
Barbara C. Relucio

**Payroll Office**  
Jean B. Borbe  
Alicia M. Millena

**Supply Office**  
Hazel B. Rodriguez  
Arlene B. Daria

**Planning & Development Office**  
Prof. Alwin Joseph M. Maceres  
Aliana Joy G. Carrillo  
Christine N. Manrique

**International Relations Office**  
Abigail M. Abainza  
Maureen C. Mejillano

**Internal Audit Service**  
Cyrus A. Barrameda  
Jocelyn L. Corre  
Osmundo H. Occiano, I  
Francisco D. Serrano  
Mary Jane A. Vicuña  
Glen V. Villamor

**CPRO**  
Rica Mae B. Barnedo  
Cherry Grace H. Calisin  
Joshua M. Codorniz  
Arnold C. Noda

**Zonal Computerization Center**  
Domingo A. Banzuela  
Jomarie M. Ponce

**Office of the VP for Academic Affairs**  
January M. Dechavez  
Joy L. De Leon  
Sheena Mae F. Escanilla

**Office of the VP for Planning & Devt.**  
Analiza M. Nuñez

**Office of the VP for Admin. & Finance**  
Atty. Norly P. Reyes

**Office of the Board Secretary**  
Alita C. Lozano

**Office of the President**  
Carol P. Barrun  
Lorna L. Daria  
Raquel B. Rejuso  
Dr. Eddie S. See

**Legal Affairs Office**  
Atty. Daryl B. Alfante-Redoblado  
Xylene April A. Dioneda  
Jennilyn B. Pispis

**Office of Students Affairs & Services**  
Olga L. Advincula  
Giselle G. Thomas  
Jay Mark M. Andes  
**Internal Quality Assurance Office**  
Jomari M. Ponce

**BUHS-Gubat** (for standby Medical Service)  
Emmanuel L. Onan, RN

THRU: Respective Heads of Offices

SUBJECT: Attendance to the BUGASS Team Enhancement Activity

You are hereby authorized to travel on June 8-9, 2023 to attend the BUGASS Team Enhancement Activity with the theme "The Now Normal Way" to be held at the 401k Resort, Monbon, Irosin Sorsogon. Kindly bring comfortable clothes (shirts/ jogging or denim pants/ shorts) for the lectures and team-building activities.

Expenses (food and accommodation only) incident to the travel shall be charged to the BUGASS funds, subject to its availability and the usual accounting and auditing rules and regulations. Further, all are advised to strictly observe the minimum health and safety protocol. The Motorpool in-charge is likewise directed to do vehicle inspection for roadworthiness.

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