



Office of the President

22 June 2023

OFFICE MEMORANDUM

No. 188, series 2023

**TO: Vice Presidents
Deans and Directors
Heads/Chiefs of Offices
Faculty Members
Non-Teaching Personnel
Bicol University**

**SUBJECT: Submission of Personnel's Vehicle Plate Number for Parking
inside BU Legazpi West during the 53rd University
Commencement Exercises**

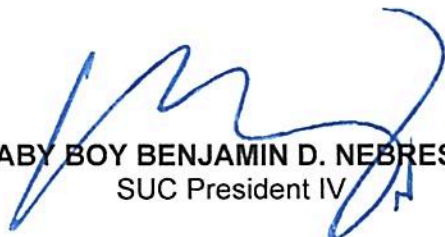
In view of the forthcoming 53rd University Commencement Exercises on July 7 and 8, 2023 at the BU - Albay Sports Complex, BU Legazpi West and in consideration of the space for parking of vehicles of all BU personnel attending the said activity, you are hereby directed to submit the Plate Number of your respective vehicles to the Office of the Security Services (SSO) through **Mr. Erwin D. Madraso**. The respective deans' offices shall consolidate the said list of vehicle plate numbers of those personnel participating in the commencement exercises using the format below and submit the list to the SSO.

Name of College: _____

Name of Personnel/Faculty	Vehicle Plate Number	Date of Graduation to be attended (either July 7 or 8)

For the Deans and Directors from External Campuses, you may directly submit your vehicle's plate number to the SSO. Further, only BU personnel shall be allowed parking inside Bicol University West (football ground, behind the four pillars mark) as there would be designated parking spaces for the graduates. Submission of this accomplished form shall be until June 30, 2023, Friday.

For information, guidance and compliance of all concerned.


BABY BOY BENJAMIN D. NEBRES III
SUC President IV