



Republic of the Philippines
BICOL UNIVERSITY
Legazpi City
Telefax: (052) 480-0167
Email: op@bicol-u.edu.ph

MANILA OFFICE:
No. 4 Lopez St., M. H. del Pilar
Roosevelt Ave., Quezon City
Manila, Philippines
Telefax: (02) 921-1586

Office of the President

23 June 2023

OFFICE MEMORANDUM

No. 190 series of 2023

TO: All Bicol University Employees

THRU: Deans, Directors, and Heads of Offices

SUBJECT: Submission of Updated Personal Data Sheet to the HRMDO

In view of the new designations issued, personnel movement and promotions, all are hereby directed to submit an updated Personal Data Sheet (PDS) to the Human Resource Management and Development Office to be dated as of June 30, 2023. This is to update the records of all BU personnel and to ensure the accuracy of data and other reports required from the office.

All PDS shall be consolidated and submitted through the respective Cluster/ Campus Administrative Offices. The deadline of submission to HRMDO is on July 7, 2023.

For information and compliance.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV