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REPUBLIC OF THE PHILIPPINES  
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*Office of the President*

26 September 2023

**OFFICE MEMORANDUM**

No. *267* series of 2023

**TO: Vice Presidents  
Deans and Directors  
Heads/Chiefs of offices  
Bicol University**

**SUBJECT: Sending of Official Communications to Colleges/Units of the  
University**

With our intent to be effective and efficient in disseminating official communications, we acknowledge other platforms such as group chat, messenger, facebook page and the like as channels of communication. However, this Office reminds all concerned officials and personnel that official communications should be sent first to the official email addresses of the different colleges or units that are supposed to receive said communications or through physical copy sent to the different colleges/units before sending via other platforms.

All colleges/units are further directed to update their official email-addresses and regularly check said email addresses to ensure that official communications are properly and promptly received and disseminated to all concerned faculty members, personnel, students, and other concerned individuals.

For information and strict compliance of all concerned.

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