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REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

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*Office of the President*

5 January 2024

**ADMINISTRATIVE ORDER**

No. **4** series of 2024

**TO: ENGR. CARMELA R. MIRANDILLA**  
Assistant Professor II, Bicol University

**THRU: DR. AMELIA B. GONZALES**  
Dean, BU College of Engineering

**SUBJECT: DESIGNATION AS DIRECTOR OF THE OFFICE OF RESOURCE  
GENERATION AND PHYSICAL ASSETS MANAGEMENT OF BICOL  
UNIVERSITY**

Under the direct supervision of the Vice-President for Planning and Development, you are hereby designated as **Director of the Office of the Resource Generation and Physical Assets Management** for the 2<sup>nd</sup> Semester, SY 2023-2024, effective 8 January 2024 or until revoked by a subsequent issuance from this Office in accordance with civil service rules and regulations. As such, you are expected to perform the following duties and responsibilities:

- (a) Maintain an inventory of and determine physical assets and existing utilization status of the University that can be tapped for revenue generation and other purposes such as but not limited to land, buildings, land improvement and other infrastructures;
- (b) Prepare and recommend to the university management a systematic and cost-effective mode or strategy of deploying, maintaining and disposing of physical assets of the university;
- (c) Maintain an inventory and determine the location and repository of intangible assets of the university such as, but not limited to copyrighted data/ software/ applications/ training materials and metadata that can be tapped for revenue generation or asset build-up;
- (d) Maintain a list of BU personnel with unique specialization and skills for training and consultancy work on various fields such as, but not limited to geographical information system (GIS), remote sensing, application software development, feasibility study, and others;
- (e) Create with the assistance of ICT Office, a Physical Assets and Resource and Information System (PARIS) Database that will enhance proposal preparation and tasking;
- (f) Assist concerned units of the University in coordination with the Business Affairs Office in identifying and preparing proposals for resource generation;
- (g) Assist concerned units of Bicol university in establishing linkages with the external donors and private sector to enhance resource generation opportunities; and
- (h) Perform other functions that may be assigned by higher authority.

This designation entitles you to twelve (12) units of Workload Equivalent Credit (WEC) and you shall be on accrued leave status for the duration of your designation, subject to regular assessment of your performance.

Please be guided accordingly.

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

I concur:

  
**CARMELA R. MIRANDILLA**

Copy furnished:  
All VPs, Deans/Directors, Heads/Chiefs of Offices, COA, File