



ISO 9001:2015
SOCOTEC SCP000722Q

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BICOL UNIVERSITY

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Office of the President

5 January 2024

OFFICE MEMORANDUM
No. 10 series of 2024

**TO: Deans and Directors
Heads and Chiefs of Offices
All BU Personnel
Bicol University**

SUBJECT: Schedule of Printing of BU Identification Card

Please be guided of the following schedule of printing of BU Identification Card to be held at Room SUC-209, 2nd Floor, University Student Development Services Division Office (USDSD), Student Union Center Building.

A. Permanent and Casual

College/Unit	Date
Guinobatan	January 16-17, 2024
Polangui	January 18-19, 2024
Tabaco	January 22-23, 2024
Gubat	January 24-25, 2024
Auxiliary Services	
College of Medicine	
College of Dental Medicine	
Institute of Physical, Exercise and Sports Recreation	
General Administration and Support Services	January 26, 29-30, 2024
College of Education	January 31, 2024 to February 1, 2024
College of Law	February 2 and 5, 2024
Jesse M. Robredo Institute of Governance and Development	
Open University	
Graduate School	
College of Arts and Letters	
College of Nursing	February 6-8, 2024
College of Science	February 9 and 12, 2024
College of Engineering	
Institute of Design and Architecture	
College of Industrial Technology	February 13-14, 2024
Extension Management Division	
Research and Development Management Division	
College of Business, Economics and Management	February 15-16, 2024
College of Social Sciences and Philosophy	

B. Job Order and Contract of Service

College/Unit	Date
Guinobatan and Polangui	February 19-20, 2024
Gubat and Tabaco	February 21-22, 2024
Auxiliary Services	February 23 and 26, 2024
College of Education	
College of Medicine	
College of Dental Medicine	
Institute of Physical, Exercise and Sports Recreation	February 26-28, 2024
General Administration and Support Services	

College of Law	February 29, 2024 to March 31, 2024
Jesse M. Robredo Institute of Governance and Development	
Open University	
Graduate School	
College of Arts and Letters	
College of Nursing	March 4-5, 2024
College of Science	March 6-7, 2024
College of Engineering	
Institute of Design and Architecture	
College of Industrial Technology	March 8 and 11, 2024
Extension Management Division	
Research and Development Management Division	
College of Business, Economics and Management	March 13-14, 2024
College of Social Sciences and Philosophy	
<p>Note: To facilitate smooth processing of ID Printing please fill out the google form by accessing this link or QR Code at least one (1) week before the abovementioned schedule.</p> <p>https://forms.gle/WK4TR6qJ4WdUEFdw6</p>	



Please note that only polyvinyl chloride (PVC) cards are available as of this moment. Receiving of identification card is personal. Please prepare authorization letter if you cannot claim your ID personally.

For information and guidance of all concerned.


BABY BOY BENJAMIN D. NEBRES III
 SUC President IV