

January 3, 2024

MEMORANDUM ORDER

No. 12
Series of 2024

SUBJECT: SUCCESSION ON THE DELEGATION OF AUTHORITY IN THE NATIONAL PLANT QUARANTINE SERVICES DIVISION, PLANT QUARANTINE STATION – ONE STOP EXPORT DOCUMENTATION CENTER

In the interest of the service and to ensure the smooth flow of day-to-day operations in the office, the succession plan on the Delegation of Authority in the National Plant Quarantine Services Division, Plant Quarantine Station – One Stop Export Documentation Center (PQS-OSEDC) shall be in the following order:

Name	Position/Designation
1. Carmela B. Rivera	Area Manager, PQS OSEDC
2. Amor A. Relativo	Agriculturist II
3. Ofelia P. Santos	Agricultural Technician II

As such, in the absence of the Officer-In-Charge, the next-in-rank shall act on the day-to-day operation of the office as well as urgent concerns that require immediate action. They are directed to perform all the duties and responsibilities inherent to their respective designation in addition to their present workload.

This Order shall take effect upon signing and shall supersede all other Orders inconsistent herewith.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director