



Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
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Tel. No. (02) 8521-7650, (02) 8353-6976



MEMORANDUM ORDER

No: 63
Series of 2024

**SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 306, S. 2023 ON
THE COMPOSITION OF FACT-FINDING TEAM / COMMITTEE ON
INVESTIGATION OF THE BUREAU OF PLANT INDUSTRY**

WHEREAS, BPI Memorandum Order No. 306, Series of 2023 (M.O. No. 306) was issued on 30 November 2023 with the subject "Composition of Fact-Finding Team / Committee on Investigation of the Bureau of Plant Industry";

WHEREAS, the Fact-Finding Team / Committee convened on February 8, 2024, to discuss M.O. No. 306, particularly on how to streamline the composition of teams and to discharge their functions in accordance with the objectives of M.O. No. 306;

WHEREAS, after consideration of the recommendations of the Fact-Finding Team / Committee, there is a need to amend M.O. 306 to make it more appropriate and effective for the purposes for which it was issued;

NOW THEREFORE, in the interest of service, M.O. No. 306 is hereby amended to read as follows:

"In the exigency of service, the BPI Fact Finding Committee is hereby composed as follows:

Chairperson: **HERMINIGILDA A. GABERTAN, Ph.D.**
*Assistant Director for Research, Development, and
Production Support Services*

Alternate Chairperson: **RUEL C. GESMUNDO**
Assistant Director for Regulatory Services

Vice chairperson: **GERONIMA P. EUSEBIO**
Administrative Officer Designate

Alternate Vice Chairperson: **ELLAINE T. MOLON**
OIC- Human Resource Section

Non-Permanent Members:
**Chief, AED or permanent alternate
Chief, NPQSD or permanent alternate
Chief, NSQCS or permanent alternate**

Chief, PPSSD or permanent alternate
Chief, CRPSD or permanent alternate
Chief, CPMD or permanent alternate
Chief, Accounting Office or permanent alternate
Chief, Cashier Section or permanent alternate
Chief, Property and Supply Section or permanent alternate
Any permanent BPI personnel as may be necessary

Secretariat

Designated Staff from the Office of the Director
Designated Staff from the Office of the Assistant Director for
Research, Development, and Production Support Services
Designated Staff from the Office of the Assistant Director for
Regulatory Services
Designated Staff from the Human Resources Section

Principal Functions

The Chairperson (or alternate) of the Fact-Finding Committee shall constitute composite Fact-Finding Teams to perform the following principal functions relative to assigned cases / matters:

1. Conduct fact-finding proceedings on matters indorsed by the Director, such as but not limited to reports or complaints referred by the Presidential Complaint Center, the Office of the Secretary of the Department of Agriculture, and other similar government agency or instrumentality.
2. Conduct initial assessment of anonymous and verified complaints to determine if there are sufficient grounds to conduct further investigation on said complaints or if the case / matter should be endorsed to another body for appropriate action.
3. Conduct meetings and propound clarificatory and relevant questions to clarify any issue about assigned cases / matters.
4. Report and coordinate with the Director on the status and/or progress of all complaints heard before it.
5. Endorse to the Director the results of the summary of the gathered facts/data for appropriate action.

Incidental to the foregoing functions, the Fact-Finding Committee may formulate their internal rules to enable efficient and timely resolution of cases / matters endorsed to it.

The Secretariat shall perform all clerical functions (*i.e.*, encoding and service of appropriate communications, recording of all proceedings, etc.) necessary for the effective performance of the Committee / composite Teams.

Guidelines in the Constitution of Fact-Finding Teams

Any composite team shall be constituted in accordance with the following guidelines:

1. The Chairperson, the Vice Chairperson or both shall serve as permanent member/s of any composite team, provided that at least one of them shall act as the presiding officer of said composite team.
2. The Chairman or the Vice-Chairman shall designate the remaining, non-permanent member of the composite team, taking into consideration the assignment of the BPI employee being investigated and any conflict of interest, provided that any composite Committee shall be made up of at least three (3) persons.
3. The Chairman or the Vice-Chairman is further authorized to designate additional non-permanent member of the composite team as may be deemed necessary and convenient, taking into consideration the complexity of the issues and the volume of material evidence in relation to the subject complaint. The composite team shall be composed of a minimum of three (3) and maximum of six (7) composite members, including the presiding officer.
4. The committee and the composite teams may enlist the assistance of BPI legal and technical consultants, if any, on an *ad hoc* basis to advice on proper procedure on handling complaints, preparation of reports, and other matter pertaining to their expertise, as may be necessary in the discharge of the functions of the committee / teams.
5. The Chairperson and the Vice-Chairperson may designate their respective alternatives to serve as presiding officer or member of composite teams.

Confidentiality

The members of any composite Team / Committee shall observe utmost confidentiality and shall refrain from disclosing any information obtained during the course of their investigation, except in their official report to the Director or as may otherwise be allowed by law. The Chairman and/or the Vice Chairman shall ensure that the members of any composite Team / Committee are made aware of the need for confidentiality in any of the proceedings undertaken during the investigation.

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload.

This memorandum shall take effect immediately and shall all supersede all other Memoranda inconsistent herewith."



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This memorandum expressly supersedes BPI Memorandum Order No. 306, series of 2023, and all other prior memoranda inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director

MEMORANDUM ORDER

No: 306
Series of 2023

**SUBJECT : COMPOSITION OF FACT-FINDING TEAM/ COMMITTEE ON
INVESTIGATION OF THE BUREAU OF PLANT INDUSTRY**

In the exigency of service, the Fact-Finding Team/ Committee on Investigation is hereby composed as follows:

Chairman: **HERMINIGILDA A. GABERTAN, Ph.D.**
Assistant Director

Vice Chairman: **ELLAINE T. MOLON**
OIC- Human Resource Section

Members: Chief, AED or representative
Chief, NPQSD or representative
Chief, NSQCS or representative
Chief, PPSSD or representative
Chief, CRPSD or representative
Chief, Accounting Office or representative
Chief, CPMD or representative
Head, Cashier Section or representative
Head, Property Section or representative
Any permanent BPI personnel

Secretariat **HAZEL JOY M. GUSI, MSc.,** Office of the Director
VIOLA M. GAMBOA, Office of the Assistant Director
KRISTINE ANGELI A. VALDEZ, Office of the Director

Guidelines in the Constitution of Team / Committee

Any composite Team/Committee shall be constituted in accordance with the following guidelines:

1. The Chairman, the Vice Chairman or both shall serve as permanent member/s of any composite Team/Committee, provided that at least one of them shall act as the presiding officer of said composite Team/Committee.
2. The Chairman or the Vice-Chairman shall designate the remaining, non-permanent member of the composite Team/Committee, taking into consideration the assignment of the BPI employee being investigated and any conflict of interest, provided that any composite Team/Committee shall be made up of at least three (3) persons.

3. The Chairman or the Vice-Chairman is further authorized to designate additional non-permanent member of the composite Team/Committee as may be deemed necessary and convenient, taking into consideration the complexity of the issues and the volume of material subject of investigation, but in no case shall any composite Team/Committee exceed five (5) persons.

Principal Functions

The Fact-Finding Team / Committee on Investigation shall perform the following principal functions:

1. Conduct fact-finding investigations on matters indorsed by the Director, such as but not limited to reports or complaints referred for investigation by the Presidential Complaint Center, the Office of the Secretary of the Department of Agriculture, the Anti-Red Tape Authority and other similar government agency or instrumentality;
2. Conduct initial assessment on anonymous and verified complaints to determine if there are sufficient grounds to conduct further fact-finding investigation on said complaints;
3. Conduct necessary proceedings, conferences, and hearings, propound clarificatory and relevant questions, summon all parties concerned and/or issue notices, memoranda, and other lawful processes to appropriate individuals relative to a complaint/case filed against an employee of the Bureau;
4. Report and coordinate with the Director on the status and/or progress of all cases/complaints heard before it;
5. Recommend to the Director further action on any matter under investigation; and
6. Perform such other functions as may be necessary to the foregoing and as the Director may assign from time to time relative to investigations or complaints made against employees of the Bureau.

The Secretariat shall perform all clerical functions (*i.e.*, encoding and service of appropriate communications, recording of all proceedings, etc.) necessary for the effective performance of the Team/Committee.

Confidentiality

The members of any composite Team / Committee shall observe utmost confidentiality and shall refrain from disclosing any information obtained during the course of their investigation, except in their official report to the Director or as may otherwise be allowed by law. The Chairman and/or the Vice Chairman shall ensure that the members of any composite Team / Committee are made aware of the need for confidentiality in any of the proceedings undertaken during the investigation.

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload.

This memorandum shall take effect immediately and shall all supersede all other Memoranda inconsistent herewith.

Done this 30th of November 2023.



GERALD GLENN F. PANGANIBAN, Ph.D.
Director