

April 29, 2024

**MEMORANDUM ORDER**

No: 121  
series of 2024

**SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF THE NATIONAL PLANT QUARANTINE SERVICES DIVISION, REGION IVB-PLANT QUARANTINE STATION, MINDORO (PQS MINDORO)**

In the interest of the service and in order to ensure smooth operation and effectively implement a system in the financial transactions of the office, the Procurement and Disbursing Team of the National Plant Quarantine Services Division, Region IVB-Plant Quarantine Station, Mindoro (PQS Mindoro) are as follows:

**A. PROCUREMENT**

**Bids & Awards Committee (BAC):**

Chairman	Engr. Clemen R. Fetalver
Members	Alfred M. Fruelda Mark Anthony D. Papa Jerick R. Labantino
BAC Secretariat	Maria Reneliza M. Vergara
Internal Control Inspector	Bryan R. Mendoza
Property Custodians	Lamberto Andre B. Silva
Canvasser	Lamberto Andre B. Silva

**B. DISBURSING AND APPROVING OFFICERS**

Approving Officer	Maria Lourdes F. Poblete <i>Area Manager, PQS Mindoro</i>
Special Disbursing Officer	Abigail B. Adarlo
Bookkeeper	Bryan R. Mendoza

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload and instructed to file for an application for fidelity bond at the Bureau of the Treasury. Their accountability as such is anchored in the principle of transparency in government transactions and in accordance with the usual accounting and auditing requirements of the Office.

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

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
*Director*