

June 11, 2024

MEMORANDUM ORDER

No. 160
Series of 2024

SUBJECT: COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF NATIONAL PLANT QUARANTINE SERVICES DIVISION (NPQSD), REGION IVA – PLANT QUARANTINE STATIONS (PQS), BATANGAS AND QUEZON

In the interest of the service and in order to ensure the smooth operation and effectively implement a system in the financial transactions of the office, the Procurement and Disbursing Team of National Plant Quarantine Services Division (NPQSD), Region IVA – Plant Quarantine Stations (PQS), Batangas and Quezon are the following:

A. PROCUREMENT

Bids and Awards Committee (BAC):

Chairman	Romela G. Macahilig
Members	Jenelyn P. Marciano Railyn Mae P. Azura Arthur F. Abila
BAC Secretariat	Gilbert M. Romano
Internal Control Inspector	Maria Leyza F. Yopyop
Property Custodian	Ana Yvette P. Babao
Canvasser	Erwin D. Tandang

B. DISBURSEMENT AND APPROVING OFFICERS

NPQSD, Region IVA – PQS Batangas

Approving Officer	Sophia Taburnal <i>Regional Manager, PQS Batangas</i>
Special Collecting and Disbursing Officer	John G. Teodosio
Alternate Collecting Officer and Bookkeeper	Artie V. Camante

NPQSD, Region IVA – PQS Quezon

Approving Officer

Laurie A. Salumbides
Area Manager, PQS Quezon

Special Collecting and
Disbursing Officer

Ernie Q. Zoleta

Alternate Collecting Officer and Bookkeeper

Maria Leyza F. Yopyop

In view thereof, you are directed to faithfully perform your duties and responsibilities inherent to your respective designation in addition to your present workload and instructed to file for fidelity bond at the Bureau of Treasury. Your accountability as such is anchored in the principles of transparency in government transactions and in accordance with the usual budgeting, 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