

June 19, 2024

MEMORANDUM ORDER

No. 196
 Series of 2024

SUBJECT : AMENDMENT TO BPI MEMORANDUM ORDER NO. 66 SERIES OF 2023

In the interest of service, the BPI Memorandum Order No. 66 s. of 2023, entitled "Designation of Records Custodian of the Bureau of Plant Industry – Operating Units, is hereby amended to include changes and updates relative to the composition of Records Custodian per Operating units, as follows:

***Bureau of Plant Industry – Central Office**

OFFICE		ALTERNATE
Office of the Director	Janice D. Cruz	Mary Luz Anntonette D. Lopez
Office of the Assistant Director for RDPSS	Viola Katherine M. Gamboa	Aileen P. Carlos
Office of the Assistant Director for Regulatory Services	Mary Jane M. De Guzman	Lyra Mae M. Lomibao
Planning Management Office	Liezel Joy C. Morales	Kristin Joyce S. Castillo
Internal Audit Unit	Ariel John Z. Dacara	Jonaremy C. Paulo
Procurement Management Section	Abigail M. Antioquia	Mary Jane G. Fernandez
Property and Supply Section	Paula R. Del Rosario	Ruth C. Lucañas
Biotechnology Office	Nicolas B. Palacpac	Morshid M. Macalayo
Office of the Administrative Officer-Designate	Lovely D. Reyes	Shiella Eunice V. Dela Cruz
Accounting Section	Christine P. Crisostomo	Kenneth John C. Singma
Budget Section	Rowena C. Taganas	Ariel R. Agustin
Cashier Section	Marebeth B. Maminta	Christine Claire C. Cancio
General Service Section	Gibert B. Maminta	Pia Angela B. Gabi

Human Resources Section	Joshua P. Verdera	Louise Leen L. Anit
Information and Computer Section	Michelle M. Guinez	Jhanica Mae Aciga
Payroll Section	Jeric C. Cardeñas	Brends C. Santos
Records Section	Carmella Claire C. Cancio	Royce Brando R. Rey
Commission on Audit	Abigael G. Cerbito	Harvey C. Kabigting

Bureau of Plant Industry Division

AED	Gina M. Saquisame	Joseph A. Guinez
CPMD	Ely A. Cunanan	Marc Dominic M. Frenal
CRPSD	Charmaine Hannah A. Padasas	Enn Niña Belen I. Pangilinan/ Sunshine Jane O. Manuel
NPQSD	Mark Raymond R. Reyes	Renz Philip B. Andarino
NSIC-PVPO	Reychel M. Alcantara	Viña Maristela L. De Guzman
NSQCSD	Maricel F. Fortaleza	Danilyn C. Mayor/ Rovielyn P. Domingo
PPSSD	John Anton G. Loyola	Dyan M. Singma

Bureau of Plant Industry – National Crop Research, Development and Production Support Centers

Baguio NCRDPSC	Evelyn A. Sumineg	Vivian V. Reyes
Davao NCRDPSC	Jonalyn A. Pabuaya	Esilyn V. Ambuat
Guimaras NCRDPSC	Juvy V. Narte	Alex C. Tuyó
La Granja NCRDPSC	Ma. Rose C. Ordilla	Alona Marie A. Mandato
Los Baños NCDPSC	Engr. King Roy DLR Bondad	Mark Julius Mercado/ Ma. Krizelle Manigbas

As ***BPI Records Custodian***, they are given the following duties and responsibilities:

1. Maintain active record files needed by their processes and those classified inactive records files in accordance with its retention period
2. Conduct inventory and appraisal of record files managed by their respective offices.
3. Recommends retention period/s of some of record files uniquely generated and utilized in the processes of their office.
4. Facilitate the preparation and submission of pertinent documents in compliance with the Records Management policies and procedures of the Bureau of Plant Industry.

5. Facilitate proper transfer of inactive record files with no enduring value to the Records Section of the Bureau of Plant Industry once reached its given retention period.
6. Responsible for the issuance of "Certified True copy" and "Certified Photocopy" of those pertinent documents managed and under the custody of their office.
(Note: In the absence of the designated Records Custodian with permanent position, the Head of the office shall issue the Certified copies).
7. Facilitate the endorsement of their managed records files to the Records Section in the event where the concerned document/s will be needed and used as references for legal matters and other concerns.
8. Facilitate faster and efficient information dissemination of official communication within their respective office/s.

In view thereof, the aforementioned employees are directed to faithfully perform their duties and responsibilities inherent to their designation in addition to their present workloads.

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

Done this 15th of JULY 2024.


GERALD GLENN F. PANGANIBAN Ph.D.
Director 



Department of Agriculture
BUREAU OF PLANT INDUSTRY

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March 7, 2023

MEMORANDUM ORDER

No. 00

Series of 2023

**SUBJECT: DESIGNATION OF RECORDS CUSTODIAN OF BUREAU OF PLANT
INDUSTRY - OPERATING UNITS**

In the exigency of the service, the following personnel is hereby designated as Records Custodians of your respective Operating Units:

Office of the Director

- Janice D. Cruz
- Mary Luz Anntonette D. Lopez
- Kimberly Mañosca

Office of the Assistant Director for Research, Development and Support Services

- Viola Katherine M. Gamboa
- Aileen P. Carlos

Office of the Assistant Director for Regulatory

- Lyra Mae Manzo

Planning Management Office

- Liezel Joy C. Morales
- Karla Angelica Ramos

Internal Audit Unit

- Ariel John Dacara

Procurement Management Section

- Rochelle A. Mirador
- Mary Jane G. Fernandez

Property and Supply Section

- Ruth A. Lucañas
- Jessa Jel F. Laurente

ADMINISTRATIVE DIVISION

Accounting Section

- Christine P. Crisostomo
- Kenneth John C. Singma

Budget Section

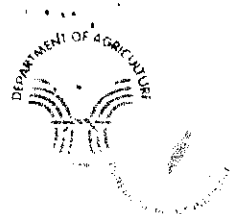
- Rowena C. Taganas
- Ariel R. Agustin

Cashier Section

- Marebeth B. Maminta
- Christine C. Cancio

General Services Section

- Gibert B. Maminta



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Information and Computer Section

- Maricel C. Bautista
- Michelle M. Guinez

Records Section

- Norjanah M. Langilao
- Raffy P. Mendoza

Payroll Unit

- Mary Lyann Valdez
- Gerry B. Tuatis

Personnel Section

- Joshua P. Verdera
- Louise Leen L. Anit

Commission On Audit

- Mia Vinaflor P. Labarda
- Abigail A. Galvan

AGRICULTURAL ENGINEERING DIVISION

- Gina M. Saquisame
- Joseph A. Guinez

CROP PEST MANAGEMENT DIVISION

- Ely A. Cunanan
- Marc Dominic M. Frenal

CROP RESEARCH AND PRODUCTION SUPPORT DIVISION

- Charmaine Hannah A. Padasas
- Jan Roxan S. Garmay

NATIONAL PLANT QUARANTINE SERVICES DIVISION

- Sherwin D. Dannog
- Renz Philip B. Andarino
- Mark Raymond Reyes

NATIONAL SEED INDUSTRY COUNCIL/PLANT VARIETY PROTECTION OFFICE

- Reyche M. Alcantara
- Christian B. Maminta

NATIONAL SEED QUALITY CONTROL SERVICES DIVISION

- Maricel F. Fortaleza
- Danilyn C. Mayor
- Jonielyn L. Lastrilla

PLANT PRODUCT SAFETY SERVICES DIVISION

- Kenneth V. Pabelico
- John Anton G. Loyola

BIOTECHNOLOGY OFFICE

- Nicolas B. Palacpac



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BUREAU OF PLANT INDUSTRY – NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTERS

BAGUIO NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION

- Evelyn A. Sumineg
- Vivian V. Reyes

DAVAO NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION

- Jonalyn A. Pabuaya
- Esilyn V. Ambuat

GUIMARAS NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION

- Juvy G. Narte
- Alex A. Tuyo

LA GRANJA NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION

- Alona Marie A. Mandato
- Michelle Joy I. Angcoy


LOS BAÑOS NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION

- Engr. King Roy DLR Bondad
- Mark Julius Mercado

As Records Custodian, they are given the following duties:

- Inventory and classification of records needed by their respective office processes and recommends retention periods for such records;
- Maintains active files needed by their processes, turns over inactive records to the Chief, Records Section as needed, and dispose of obsolete records within their areas of responsibilities;
- Take responsibility for a particular set of records that are presently used by their respective operating units;
- Facilitates faster and more efficient communication thru cascading of information and directs/submits relative records as **needed** in compliance with the Records Management policies and procedures of the Bureau of Plant Industry; and
- Does other related jobs as may be instructed by the Top Management thru the Records Officer in regards to Records Management.

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


GERALD GLENN J. PANGANIBAN, Ph.D.
Director