

August 1, 2024

MEMORANDUM ORDER

No. 219
 series of 2024

SUBJECT: AUTHORITY TO CONDUCT AND ATTEND THE SEMINAR-WORKSHOP ON RECORDS DISPOSITION ADMINISTRATION (RDA)

In the interest of service, the Bureau of Plant Industry-Human Resources Section is hereby authorized to conduct the Seminar-Workshop on Records Disposition Administration (RDA) on August 27-30, 2024 (inclusive of travel time) in Region IV-A CALABARZON.

This Seminar-Workshop aims to assimilate vital and relevant knowledge, skill and attitude amongst our Agency's designated Records Custodians on how to operationalize proper management of records safe kept by their respective offices. The aforementioned Seminar-Workshop further aim to highlight the relevance of practicing regular inventory and appraisal of their managed Records Files towards the disposal of those identified as valueless and archival of those identified with enduring and perpetual value.

The following participants are hereby authorized to attend:

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

Michelle M. Guinez Jhanica Mae Aciga	Information and Computer Section
Jeric C. Cardeñas Breinds C. Santos	Payroll Section
Carmela Claire C. Cancio Royce Brando R. Rey	Records Section
Abigael G. Cerbito Harvey C. Kabigting	Commission on Audit
Gina M. Saquisame Joseph A. Guinez	AED
Ely A. Cunanan Marc Dominic M. Frenal	CPMD
Charmaine Hannah A. Padasas Enn Niña Belen I. Pangilinan	CRPSD
Mark Raymond R. Reyes Renz Philip B. Andarino	NPQSD
Reychel M. Alcantara Viña Maristela L. De Guzman	NSIC-PVPO
Maricel F. Fortaleza Danilyn C. Mayor	NSQCSD
John Anton G. Layola Dyan M. Singma	PPSSD
Evelyn A. Sumineg Vivian V. Reyes	Baguio NCRDPSC
Jonalyn A. Pabuaya Esilyn V. Ambuat	Davao NCRDPSC
Juvy V. Narte Alex C. Tuyó	Guimaras NCRDPSC
Ma. Rose C. Ordilla Alona Marie A. Mandato	La Granja NCRDPSC
King Roy DLR. Bondad Mark Julius Mercado	Los Baños NCRDPSC
Facilitators	
Valerio F. Colis Jr.	Records Section
Ellaine T. Molon	Human Resources Section
Lew Genesis C. Almero	Human Resources Section

Participants shall be relieved from their regular duties and responsibilities for the duration of the training. Expenses to be incurred in the conduct of the training workshop such as venue, food, accommodation, training supplies and transportation shall be chargeable against the BPI-HRS fund while traveling expenses and per diem of the participants shall be chargeable against the fund of their own respective offices, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 3rd day of August 2024.


GERALD GLENN F. PANGANIBAN, Ph.D.
 Director