

September 27, 2024

**MEMORANDUM ORDER**

No. 044  
 series of 2024

**SUBJECT: AUTHORITY TO CONDUCT AND ATTEND THE TECHNICAL WRITING TRAINING**

In the interest of service, the Bureau of Plant Industry-Human Resources Section is hereby authorized to conduct the *Technical Writing Training* on October 8-11, 2024 (inclusive of travel time) in Manila.

This training aims to understand the different types of writing genre and how technical writing stands out, know how to start-up your technical write up, learn to construct clear and understandable sentences in your write up, learn how to self-edit your technical report, and discuss the common formats and forms of technical writing.

The following participants are hereby authorized to attend:

NAME	OFFICE
<b>Participants</b>	
Kristine Angeli A. Valdez	Office of the Director
Jenny T. Tayamin	Office of the Assistant Director for RDPSS
Joanna Marie S. Malanum	
Mary Jane De Guzman	Office of the Assistant Director for Regulatory
Jose Noel V. Alvarez	Planning Management Office
Raphael Danigem P. Dimaya	Biotechnology Office
Ivan Rotsen Bernardino	Human Resources Section
Elizabeth D. Maestre	Information and Computer Section
Angeline J. Salinas	AED
Jona Vioren M. Ramos	CPMD
Lisa T. Dorado	
Arnulfo H. Allevuya	
Jason B. Lucero	CRPSD
Maricel R. Mamalayan	
John Michael S. Francisco	NPQSD
Churchill M. Lacuesta	
Mark Raymond R. Reyes	
Jonalyn A. Cabral	NSIC-PVPO
Lyka Geleen D. Pascual	
Zadric A. Laput	NSQCSD
Sheena Cox P. Asuncion	
Earl Austin B. Aromin	
Sam A. Del Rosario	PPSSD
Rozette R. Villoria	
Dyan M. Singma	
Charez P. Arevalo	Baguio NCRDPSC
Castor Jan O. de Guzman	

Cyril B. Montiel John Lester L. Montealto	Davao NCRDPSC
Alex A. Tuyo Genoveva G. Macahilo	Guimaras NCRDPSC
Vic D. Palanog Burton S. Mangao	La Granja NCRDPSC
Joseph R. Borgonia Mercedes Z. Jardio	Los Baños NCRDPSC
<b>Facilitators</b>	
Ellaine T. Molon Lew Genesis C. Almero Joshua P. Verdera	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 1st day of October 2024.

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