

October 24, 2024

MEMORANDUM ORDER

No. 298
 series of 2024

SUBJECT: AUTHORITY TO CONDUCT AND ATTEND THE TRAINING ON TIME AND STRESS MANAGEMENT

In the interest of service, the Bureau of Plant Industry-Human Resources Section is hereby authorized to conduct Training on Time and Stress Management.

This can help employees increase their stress thresholds as they learn to understand stress and why it can affect them. This also aims participants to learn about the dynamics and characteristics of stress, its causes and its effect, practice and acquire concrete time and stress management techniques and tools and learn how to apply simple relaxation and visualization activities to ease anxiety.

The following participants are hereby authorized to attend:

NAME	OFFICE
Participants	
Jona Carla W. San Pedro	Office of the Director
Abegail C. Pedrico	Office of the Assistant Director for RDPSS
Mary Jane M. De Guzman	Office of the Assistant Director for Regulatory
Jose Noel V. Alvarez	Planning Management Office
Arnel John Z. Dacara	Internal Audit Unit
Jerly N. Besin	Procurement Management Section
Asnawi M. Camid	Property and Supply Section
Sherilynn A. Leoncio	Biotechnology Office
Geraldine May B. Cardona	Office of the Administrative Officer-Designate
Ruel L. Sespene	Accounting Section
Charmaine I. Parafina	Budget Section
Editha E. Nilo	Cashier Section
Marites A. Bantayao	General Services Section
Lolinnie A. Eugenio	Information and Computer Section
Kimberly Manosca	Payroll Section
Janete C. Rocero	Records Section
Gilda Yolanda G. Rodavia	AED
Gina M. Saquisame	
Apel Jae N. Clemente	CPMD
Jessica S. Buenafe	

Christopher S. Cruz	CRPSD
Hazel Joy M. Pacis	
Nerissa M. Balane	NPQSD
Danton Jose B. Nilo	
Radny B. Espera	NSIC-PVPO
Aurora L. de Guzman	NSQCS
Cyd Clarisse C. Palado	
Samuel L. Fontanilla	PPSSD
Lennie T. Manipon	
Lea O. Abando	Baguio NCRDPSC
Lilia P. Habana	Guimaras NCRDPSC
Regidor L. Borcillo	La Granja NCRDPSC
Mark Julius Mercado	Los Baños NCRDPSC
Facilitators	
Ellaine T. Molon	Human Resources Section
Lew Genesis C. Almero	Human Resources Section
Annika Mae Zamudio	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 29th day of October 2024.

GERALD GLENN F. PANGANIBAN, Ph.D.

Director