



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
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October 17, 2024

**MEMORANDUM ORDER**

No. 302

Series of 2024

**SUBJECT: SUBMISSION OF DUTIES TRANSITION REPORT**

In the interest of the service and to maintain smooth flow of functions in the office, all employees who intends to resign, retire or be separated from the Bureau of Plant Industry shall submit a "Duties Transition Report" to the office of the Director copy furnished the Human Resources Section, Administrative Division.

Attached is a sample template of the report for your reference.

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

Done this 14th day of November 2024.

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

# Duties Transition Report

**Employee Name:** [YOUR NAME]  
**Position:** [Your Position]  
**Office:** [Division/Center/Operating Unit]  
**Date of Transition:** [Date/Inclusive dates]  
**Predecessor/Succeeds:** [Name of the Person Succeeding You or Your Predecessor]  
**Position:** [Position of Predecessor]

## 1. Overview of Role and Responsibilities

Provide a brief overview of your role within the organization and the main responsibilities associated with the position.

- Overview:**  
[A brief description of the role and its significance to the office and the Bureau of Plant Industry.]

## 2. Key Duties and Tasks

List the primary duties and tasks associated with your role. Include details about the frequency and any important nuances for each duty.

Duty/Task	Frequency	Details/Notes
Task 1	Daily/Weekly	[Explanation of the task.]
Task 2	Monthly	[Tips for completing this task.]
Task 3	As Needed	[Any important context.]

## 3. Ongoing Projects/Committee Membership

Highlight any ongoing projects or Committee memberships you are currently involved in, including deadlines, team members involved, and key milestones.

Project Name	Description	Deadlines	Key Contacts
Project A	[Brief description of the project.]	[Deadline]	[Contact Person]
Project B	[Brief description of the project.]	[Deadline]	[Contact Person]

## 4. Key Contacts

Provide a list of important contacts related to your role, along with a brief description of why they are relevant.

Contact Name	Position	Reason for Contact
[Contact 1]	[Position]	[Reason]
[Contact 2]	[Position]	[Reason]

## 5. Important Documents and Resources

List any critical documents, tools, or resources that the successor will need access to:

- [Document/Resource 1: Description]

- [Software/Tool: Description]

#### **6. Additional Notes/Considerations**

Include any additional information that might be helpful for your successor in managing the role effectively.

- [Tips on company culture, workflows, potential challenges, etc.]

#### **7. Handover Timeline**

Outline the proposed timeline for the handover process and any planned meetings or training sessions.

- [Date/Time] – Initial meeting with successor
- [Date/Time] – Training on key tasks
- [Date/Time] – Final review and Q&A session

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**[YOUR NAME]**

*[Your Position]*

[Date]

Noted by:

**[DIVISION/CENTER/OPERATING UNIT]**

*[Position/Designation]*

[Date]

Approved:



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

*Director*

[Date]

Copy furnished:  
*Human Resources Section*