



Department of Agriculture
BUREAU OF PLANT INDUSTRY

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September 13, 2024

MEMORANDUM ORDER

No. 303

Series of 2024

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 144 SERIES OF 2022

In the interest of service, BPI Memorandum Order 144 series of 2022 re: Creation of Records Management Improvement Committee in the Bureau of Plant Industry is hereby updated and amended as follows:

- Chairperson : Assistant Director for Research, Development and Production Support Services
- Vice-chairman: Administrative Officer- Designate
- Members : Division Chief/Head, Crop Pest Management Division
Division Chief/Head, Agricultural Engineering Division
Division Chief/Head, Plant Product Safety Services Division
Division Chief/Head, Crop Research and Production Support Division
Division Chief/Head, National Plant Quarantine Service Division
Division Chief/Head, National Seed Quality Control Services
NSIC Executive Assistant Designate
- Secretariat : Records Section Staff

The **BPI-RMIC** shall, among others, perform the following functions:

- Implement a system Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
- Identify and preserve documents which are of continuing value and promptly dispose of those which are temporary upon the expiration of a predetermined period.
- Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject for approval of the agency head and the final approval of the Executive Director of the NAP.
- Development policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of the records; and
- Establish a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Section.

This Order shall take effect immediately and shall remain in force unless revoked. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 11th day of November 2024.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director



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BUREAU OF PLANT INDUSTRY

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MEMORANDUM ORDER

No. 144

Series of 2022

SUBJECT: Creation of Records Management Improvement Committee in the Bureau of Plant Industry

Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, which states that "Each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairman and members which shall be designated by the Head of the Agency", this Office hereby creates a Records Management Improvement Committee composed of the following:

Chairperson	-	Assistant Director for Operation and Technical and Production Services
Member	-	Chief, Crop Pest Management Division
	-	Chief, Agricultural Engineering Division
	-	Chief, Plant Product Safety Services Division
	-	Chief, Crop Research and Production Support Division
	-	Chief, National Plant Quarantine Service Division
	-	Chief, National Seed Quality Control Services
	-	NSIC Executive Assistant Designate
	-	Chief, Personnel Section
Secretariat	-	Records Section

The Committee shall, among others, perform the following functions:

- Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
- Identify and preserve documents which are of continuing value and promptly dispose those which are of temporary upon the expiration of a predetermined period.
- Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject for approval of the agency head and the final approval of the Executive Director of the NAP.
- Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of the records; and
- Establish a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Section.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and issuances inconsistent herewith are deemed revoked.

Done this 23th day of September, 2022


GERALD GLENN F. PANGANIBAN, Ph.D.
OIC- Director