

November 5, 2024

# MEMORANDUM ORDER

No. 305  
 series of 2024

**SUBJECT: AUTHORITY TO CONDUCT AND ATTEND THE TRAINING ON RECORDS COUNTER DISASTER PREPAREDNESS AND BUSINESS CONTINUITY**

In the interest of service, the Bureau of Plant Industry-Human Resources Section is hereby authorized to conduct Records Counter Disaster Preparedness and Business Continuity on November 19-22, 2024.

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. This course is designed for all government personnel who manages their respective records files so amongst BPI designated records custodian, to equip them with knowledge of how to cope up when the occurrence of emergencies takes place (either natural disaster or man-made occurrences) considering the welfare of the Records file managed and safe kept by their respective offices and the avoidance of losing any records files after an emergency. This also aims to acquire pertinent counter disaster plans as a preventive initiative for the protection, salvage and restoration (*if applicable*) of records files for business continuity before and after an emergency.

The following participants are hereby authorized to attend:

NAME	OFFICE
<b>Participants</b>	
Janice D. Cruz Mary Luz Anthonette D. Lopez	Office of the Director
Aileen P. Carlos Sharmila DL. Ramchand	Office of the Assistant Director for RDPSS
Maricris C. Santos Danilyn C. Mayor	Office of the Assistant Director for Regulatory
Jose Noel V. Alvarez Krizzia Nikita P. Velasquez	Planning Management Office
Jonaremy C. Paulo	Internal Audit Unit
Abigail M. Antioquia Mary Jane G. Fernandez	Procurement Management Section
Nadine Pearl Laurente Ruth A. Lucañas	Property and Supply Section
Morshid M. Macalayo Lovely D. Reyes	Biotechnology Office
Dan Allen Gonzales Kenneth John C. Singma	Accounting Section

Rowena C. Taganas Joanne B. Agbayani	Budget Section
Marebeth B. Maminta Christine Claire C. Cancio	Cashier Section
Gibert B. Maminta Pia Angela B. Gabi	General Services Section
Joshua P. Verdera	Human Resources Section
Michelle M. Guinez Jhanica Mae Aciga	Information and Computer Section
Jerick C. Cardeñas Brends C. Santos	Payroll Section
Carmella Claire C. Cancio Royce Brando R. Rey	Records Section
Joseph A. Guinez Gina M. Saquisame	AED
Ely A. Cunanan Ramon M. Sebastian	CPMD
Charmaine Hannah A. Padasas Neña Belen I. Pangilinan	CRPSD
Ma. Kristina Ysabelle C. Sendaydiego Renz Philip B. Andarino Lyniel J. Abary	NPQSD
Viña Maristela L. De Guzman	NSIC-PVPO
Maricel F. Fortaleza Rovelyn P. Domingo	NSQCS
John Anton G. Loyola Dyan M. Singma	PPSSD
Jade L. Severo Vivian V. Reyes	Baguio NCRDPSC
Jonalyn A. Pabuaya Esilyn V. Ambuat	Davao NCRDPSC
Juvy G. Narte Alex A. Tuyo	Guimaras NCRDPSC
Ma. Rose C. Ordilla Rhodora A. Faner	La Granja NCRDPSC
<b>Facilitators</b>	
Ellaine T. Molon	Human Resources Section
Lew Genesis C. Almero	Human Resources Section
Valerio F. Colis Jr.	Records Section
Celeste F. Gambol	Payroll Unit

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 14th day of November 2024.

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