

MEMORANDUM ORDER

No. 33

Series of 2025

SUBJECT : ATTENDANCE TO PETTY CASH CUSTODIAN ORIENTATION.

In preparation for the establishment of Petty Cash Fund (PCF) at BPI Central Office, including NPQSD Port Areas and Region IV offices without Special Disbursing Officer (SDO), participants are hereby instructed to attend the Petty Cash Custodian (PCC) Orientation to be held at the Director's Office Conference Room on **January 27-28, 2025**.

The orientation aims to prepare the Petty Cash Custodian with the basic principle in handling the petty cash fund, as their custodial duties includes safe keeping and enforcing the rules and regulations related to the payment of petty expenses.

Participants from the following offices are hereby authorized to attend:

OPERATING UNIT/OFFICE	NO. OF PARTICIPANTS
Office of the Director	Hazel Joy Gusi
Office of the Assistant Director for RDPSS, Planning and Management Office, Procurement Management Section, Commission on Audit	Cherrylyn Villapando
Office of the Assistant Director for Regulatory Services, National Seeds Quality Control Services Division, NSIC/PVPO	Maricel F. Fortaleza
Administrative Division (1)	Sherilynne A. Leoncio
Office of the Administrative-Officer Designate/ Biotechnology Office, Internal Audit Unit, Payroll Unit, Records Section, General Services Section, Property and Supply Section, Information Communication Section	
Administrative Division (2)	Joshua Verdera
Human Resources Section, Accounting Section, Budget Section, Cashier Section	
Agricultural Engineering Division	Angeline J. Salinas
Crop Pest Management Division	Julie Fearl Doping
Crop Research and Production Support Division	Jam Roxan Garmay
National Plant Quarantine Services Division - Central Office	Lew Genesis Almero
National Plant Quarantine Services – NCR PQS South Harbor, PQS North Harbor, PQS MICP, PQS OSDEC, PQS NAIA	
National Plant Quarantine Services - Region IV	

PQS Batangas	John Teodosio
PQS Quezon	Gilbert Romano
PQS Mindoro	Abigail Adarlo
Plant Product Safety Services Division - Manila and Quezon City	Mikko J. Facturan
ADO RDPSS	4 Representatives
ADO Regulatory	1 Representative
Office of the Administrative-Officer Designate	1 Representative
Budget Section	Anisah C. Guro-Macalangcom
Accounting Section	Ma. Kristine Joy M. De Guzman, Ruel L. Sespeñe, Cheryl C. Carandang, Lina M. Antioquia, Christine P. Crisostomo, Kenneth John C. Singma, Victor N. Maningas Jr., Joan D. Garcia, Lara Jill A. Valeriano, Jessa S. Recto, John Michael M. Sotto, Dan Allen M. Gonzales, Archival Jr. H. Luciano

Expenses to be incurred during the activity such as food and supplies shall be charged against BPI Central Office Fund, while the traveling expense, if applicable, shall be charged against the fund of their respective offices, subject to existing budgeting, accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 24th day of January 2025.


GERALD GLENN F. PANGANIBAN, Ph.D.
 Director

