

MEMORANDUM ORDER

No. 42

Series of 2025

SUBJECT : DESIGNATION OF PETTY CASH CUSTODIAN.

In the interest of service, the following BPI employees are hereby designated as Petty Cash Custodian of the respective operating units assigned to them.

OPERATING UNIT/OFFICE	PETTY CASH CUSTODIAN
Office of the Director	Hazel Joy Gusi
Office of the Assistant Director for RDPSS	Cherrylyn Villapando
Planning and Management Office	
Procurement Management Section	
Commission on Audit	
Office of the Assistant Director for Regulatory Services	Maricel F. Fortaleza
National Seeds Quality Control Services Division	
NSIC/PVPO	
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)	
Human Resources Section	
Accounting Section	Joshua Verdera
Budget Section	
Cashier Section	
Agricultural Engineering Division	
Crop Pest Management Division	Angeline J. Salinas
Crop Research and Production Support Division	Julie Fearl Doping
National Plant Quarantine Services Division - Central Office	Jam Roxan Garmay
National Plant Quarantine Services - NCR	Lew Genesis Almero
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

All concerned employees shall perform the duties and responsibilities inherent to their designation in addition to their present workload. They are instructed to coordinate with the Accounting Section and instructed to file for the fidelity bond at the Bureau of Treasury.

This memorandum shall take effect immediately upon approval and shall supersede all issuances inconsistent herewith.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

04 February 2025