

MEMORANDUM ORDER

No. 69

Series of 2025

SUBJECT : ADDENDUM TO MEMORANDUM ORDER NO. 144, SERIES OF 2022 ENTITLED "CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE IN THE BUREAU OF PLANT INDUSTRY"

In the exigency of service, BPI Memorandum Order No. 144 s. of 2022 entitled "Creation of Records Management Improvement Committee (RMIC) in the Bureau of Plant Industry", is hereby amended to comprise changes relative with the composition of members, as follow:

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

In view hereof, all other provisions stipulated in *BPI Memorandum Order No. 144 series of 2022 dated September 23, 2022*, shall remain effective and in order.

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

Done this 17th day of February 2025.

GERALD GLENN PANGANIBAN, Ph.D.
Director
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BUREAU OF PLANT INDUSTRY

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JAS-ANZ



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