

MEMORANDUM ORDER

No. 74
Series of 2025

**SUBJECT: DESIGNATION OF THE RESEARCH AND DEVELOPMENT TECHNICAL
CORE TEAM (RDTCT) SECRETARIAT**

To operationalize and provide administrative support to the Research and Development Technical Core Team, the following staff are hereby designated as Secretariat of the RDTCT:

Head Secretariat

RACHEL ANN A. ANABO
Agriculturist II
Los Baños National Crop Research and Development
Production Support Center (NCRDPSC)

MEMBERS

NHYLL ANGELO S. ACUÑA
Agriculturist II
Assistant Director's Office for Research, Development, and
Production Support Services (ADO-RDPSS)

KRIZELLE ANN M. MANIGBAS
Agriculturist II
Los Baños NCRDPSC

REGINAND DAVID C. CAAMPUED
Project Assistant IV
ADO-RDPSS

JOANA MARIE S. MALANUM
Project Assistant III
ADO-RDPSS

MARIJOY C. BALILO
Data Controller III
Crop Pest Management Division



EFFECTIVITY DATE: AUGUST 15, 2023
FORM NO: BPI-QMS-KMT-F1
REVISION NO.: 5

As stated in Memorandum Order No. 181 s2024, the roles and responsibilities of the RDTCT Secretariat are as follows:

1. Receiving project proposals endorsed for review and approval by the BPI-RDTCT.
2. Preparing memoranda, meeting minutes, and other office communications.
3. Preparing endorsements for ADO-RDPSS.
4. Ensuring the proper dissemination of the Call for proposals.
5. Monitoring the status of project proposal submissions.

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload.

This memorandum order shall take immediately and shall supersede all other Memoranda inconsistent herewith.

Done this 21st of February 2025



GERALD GLENN F. PANGANIBAN, Ph.D.

Director