



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
692 San Andres St., Malate, Manila, Philippines  
Email Address: [info@buplant.da.gov.ph](mailto:info@buplant.da.gov.ph)  
Tel. No. (02) 8521-7650, (02) 8353-6976

JAS-ANZ



ISO 9001:2015 Certified  
Quality Management System

## MEMORANDUM ORDER

No. 133

Series of 2025

**SUBJECT : SECRETARIAT OF THE HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD**

In the interest of service and pursuant to existing guidelines on the selection and promotion of personnel, the following personnel are designated as the **Secretariat** of the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Bureau of Plant Industry:

Head Secretariat:	<b>Rex Francine M. Ferrer</b>
Members:	<b>Ivan Rotsen C. Bernardino</b>
	<b>Joanna Grace T. Garcia</b>
	<b>Maricel C. Bautista</b>
	<b>Katrina Marie D. Costelo</b>


As Secretariat, they are tasked with the following responsibilities:

1. Coordination and Facilitation: Organize and schedule all PSB meetings, ensuring the timely dissemination of information to board members.
2. Documentation: Prepare and maintain accurate records of meeting minutes, deliberations, and other pertinent documents.
3. Compliance Monitoring: Ensure that all PSB activities adhere to civil service rules, guidelines, and internal policies.
4. Communication: Serve as the liaison between the HRMPSB, concerned offices, and applicants regarding updates and decisions.
5. Record Keeping: Maintain a complete and confidential file of all HRMPSB -related documents.

They will perform duties with utmost diligence and in accordance with the principles of fairness, transparency, and meritocracy in the selection and promotion process.

This memorandum shall take effect immediately and shall supersede all other Orders inconsistent herewith, unless revoked.

Done this 3<sup>rd</sup> day of April 2025.

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

