



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
National Seed Quality Control Services Division

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May 5, 2025

**MEMORANDUM ORDER**

No. 159  
Series of 2025

**SUBJECT: RE-COMPOSITION OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM - DOCUMENT MANAGEMENT TEAM**

In the exigency of service and in order to ensure the implementation of the different activities related to ISO 9001:2015 Certification of the Bureau of Plant Industry particularly the documentation aspect, the Memorandum Order No. 240 Series of 2022 is hereby amended as to the composition and functions of the Document Management Team (DMT) Core Team and Subcommittee Members.

**I. DOCUMENT MANAGEMENT TEAM (CORE TEAM MEMBERS)**  
*also known as DOCUMENT CONTROLLER (DC)*

**Leader :** Kim Ashley R. Pascual, *National Seed Quality Control Services*  
**Co-Leader:** Lolinnie Eugenio, *Information and Computer Section*

**Members :** Aiyana delos Santos, *Office of the Director*  
Nhyll Angelo S. Acuña, *Assistant Director's Office – RDPSS*  
Mary Jane de Guzman, *Assistant Director's Office – Regulatory*  
Kristine Joyce Castillo, *Planning Management Office*  
Ericka Joy Ancayan, *Biotechnology Office*  
Paul Ryan O. Alcantara, *National Seed Industry Council/PVP Office*  
Kimberly Mañosca, *Payroll Section*  
Roy Sojuaco, *General Services Section*  
Ruel L. Sespeñe, *Accounting Section*  
Charmaine I. Parafina, *Budget Section*  
Marichu Z. Sebastian, *Cashier Section*  
Valerio Colis, Jr., *Internal Audit Unit & Records Section*  
Joshua P. Verdera, *Human Resources Section*  
Ron-Jien Tigno, *Procurement Management Section*  
Jessa Jel Laurente, *Property and Supply Section*  
Engr. Angeline J. Salinas, *Agricultural Engineering Division*  
Lisa T. Dorado, *Crop Pest Management Division*  
Charmaine Hannah A. Padasas, *Crop Research and Production Support Division*  
Cerirose G. Fabregas, *National Plant Quarantine Services Division*  
Joseph Audley Tuazon, *Plant Product Safety Services Division - Manila*  
Alexander A. Faustino, *Plant Product Safety Services Division – Quezon City*  
Lea O. Abando, *Baguio NCRDPSC*  
Niña R. Rosales, *Los Baños NCRDPSC*  
Ma. Rose C. Ordilla, *La Granja NCRDPSC*

Juvy G. Narte, *Guimaras NCRDPSC*  
Albert M. Fuentes, *Davao NCRDPSC*  
Jasper T. Colis, *NSQCS Baguio*  
Lorichelle M. Lunas, *NSQCS Los Baños*  
Virgonia C. Martizano, *NSQCS Iloilo*  
Christy S. Mardoquio, *NSQCS La Granja*  
Eric Macahig, *NSQCS Davao*  
Nelson John Parazo, *SPAL Baguio*  
Jahara Mae M. Gabia, *SPAL Davao*  
Emmanuel G. Masola, *NPQSD Iloilo*  
Kene B. Batapa, *NPQSD Bacolod*  
Cindy C. Corpuz, *NPQSD Davao*  
Ma. Kristina Yzabelle C. Sendaydiego, *CPEQS*

#### **FUNCTIONS OF THE DMT CORE TEAM:**

1. Leads in the monitoring of the development of Quality Management System (QMS) Manual, procedures manuals, and forms used in the implementation of BPI activities.
2. Ensures that the documents remain legible and readily identifiable.
3. Identifies QMS-related documents and control their distribution.
4. Prevents obsolete documents from unintended use.
5. Updates Document Masterlist and other registries/masterlist necessary in document management.

#### **II. DMT - SUBCOMMITTEE**


Mary Luz Anntonette Lopez, *Office of the Director*  
Sharmila DL. Ramchand, *Assistant Director's Office - RDPSS*  
John Ezequiel Gone, *Assistant Director's Office - Regulatory*  
Klyde Aeron Gabrielle Leonor, *Biotechnology Office*  
Krisjan F. Rodelas, *National Seed Industry Council/PVP Office*  
Jhona Paulo, *Internal Audit Unit*  
Brends Santos, *Payroll Section*  
Jessa S. Recto, *Accounting Section*  
Joanne B. Agbayani, *Budget Section*  
Dallyn C. Fuster, *Cashier Section*  
Krista Mae C. Rancapero, *Information and Computer Section*  
Ruffa Mae D. Canton, *Human Resources Section*  
John Carlo Endiape, *Procurement Management Section*  
Ruth Lucanas, *Property and Supply Section*  
Edsher John A. Colendra, *Records Section*  
Christine Joy A. Perete, *Agricultural Engineering Division*  
Apel Jae Clemente, *Crop Pest Management Division*  
Neña Belen I. Pangilinan, *Crop Research and Production Support Division*  
Renz Philip B. Andarino, *National Plant Quarantine Services Division*  
Sheena Cox Asuncion, *National Seed Quality Control Services*

Carima Hadji Ali, *Plant Product Safety Services Division - Manila*  
Pauline Danielle A. Panganiban, *Plant Product Safety Services Division - Quezon City*  
Engr. Charez Arevalo, *Baguio NCRDPSC*  
Engr. King Roy D. Bondad, *Los Baños NCRDPSC*  
Josephine C. Pilar, *La Granja NCRDPSC*  
Julie Anne G. Cordero, *Guimaras NCRDPSC*  
Joresel L. Coronado, *Davao NCRDPSC*  
Ailyn A. de Guzman, *NSQCS Baguio*  
Jomari M. Marasigan, *NSQCS Los Baños*  
Eden Mae C. Cajara, *NSQCS Iloilo*  
Jason S. Oliveros, *NSQCS La Granja*  
Judy Cel Coma, *NSQCS Davao*  
Rommel B. Sobrera, *PPSSD Baguio*  
Armiefel A. Malaras, *PPSSD Davao*  
Shairmain L. Toledo, *NPQSD Iloilo*  
Lenny A. Layon, *NPQSD Bacolod*  
Harold D. Casinto, *NPQSD Davao*  
Lyniel J. Abary, *CPEQS*

#### **FUNCTIONS OF THE DMT SUBCOMMITTEE:**

1. Ensures that the DMT policies and procedures are carried out in their respective offices.
2. Assists the DMT in the performance of its functions.
3. Attends meetings and trainings conducted by the DMT Core Team and other ISO Teams as instructed.
4. Act as alternate to the Core Team Member/Document Controller of their respective offices in case of their absence, official travel, and re-appointment to other offices.

This Memorandum Order shall supersede all previous orders inconsistent herewith, remain valid unless otherwise amended, revoked or suspended, and shall take effect immediately.

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