

May 8, 2025

**MEMORANDUM ORDER**

No.: 171  
Series of 2025

**SUBJECT : COMPOSITION OF THE BUREAU OF PLANT INDUSTRY PLANT GENETIC RESOURCES (PGR) CORE TEAM**

In the interest of the service, the composition of the BPI Plant Genetic Resources (PGR) Core Team shall be composed of the following:

**Ma. Queenie S. Tabur, Ph.D.**  
*Agriculturist II*

**Chairperson**

**Maricel R. Mamalayan, M.Sc**  
*Agriculturist II*

**Co-Chairperson**

**Jonalyn A. Pabuaya**  
*Agriculturist II*

**Vice-Chairperson**

**MEMBERS**

**Primary**

**Alternate**

Crop Research and Production Support Division

**Maricel R. Mamalayan, M.Sc**  
*Agriculturist II*

**Viola Katherine M. Gamboa**  
*Agriculturist I*

Baguio NCRDPSC

**Cristilyn N. Cuaresma**  
*Agriculturist II*

**Castor Jan O. De Guzman**  
*Agriculturist II*

Los Baños NCRDPSC

**Melinda O. Mondoñedo**  
*Agriculturist II*

**Benito M. Sojor**  
*Agriculturist II*

La Granja NCRDPSC

**Josephine C. Pilar**  
*Senior Agriculturist*

**Michelle Joy L. Angcoy**  
*Agriculturist II*

Guimaras NCRDPSC

**Erlyn N. Billones**  
*Engineer II*

**Lilia P. Habaña**  
*Agriculturist II*

## **MEMBERS**

### **Primary**

Davao NCRDPSC

**Joresel C. Bernardo**

*Agriculturist II*

National Plant Quarantine Services Division

**Arielle A. De Jesus**

*Agriculturist II*

National Seed Quality Control Services Division

**Cyd Clarisse C. Palado**

*Senior Agriculturist*

### **Alternate**

**Jonalyn A. Pabuaya**

*Agriculturist II*

**Kathlen B. Racho**

*Agriculturist II*

## **HEAD SECRETARIAT**

**Viola Katherine M. Gamboa**

*Agriculturist I*

**Mark Christopher E. Valdez**

*Agriculturist II*

## **SECRETARIAT**

**Lucille G. Posugac**

*Science Research Technician II*

## **DUTIES AND RESPONSIBILITIES**

### **BPI-PGR Core Team Chairperson**

1. Lead and instruct members on the general management of gene bank processes.
2. Lead the development of gene bank standards for the implementation in BPI.
3. Lead the digitalization of gene bank records and processes.
4. Liaise with international and national bodies on behalf of the BPI for PGR-related meetings and Germplasm Exchange.
5. Monitor compliance with PGR units to agreed standards.
6. Facilitate endorsement and preparation proposals for improvement of PGR facilities and operations.

The **BPI-PGR Core Team Vice-Chairperson** shall perform duties and responsibilities of the Chairperson in their absence.

### **BPI Core Team Members**

1. Effectively implement the gene bank processes in accordance with set standards.
2. Endure proper record keeping and maintenance of collected germplasm.
3. Actively engage in PGR activities of the Bureau.

The **Head Secretariat** shall lead the Secretariat in performing its functions.

**Secretariat**

1. Preparation of memoranda, minutes of the meeting, and other office communications.
2. Ensure that announcements and other communications are properly disseminated.
3. Facilitate monitoring and evaluation of the project.
4. Collect and compile reports on the germplasm inventory and other related documents.

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

This Order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

Done this 9<sup>th</sup> day of MAY 2025.



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