Department of Agriculture
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January 3, 2023

MEMORANDUM ORDER
No: 08
Series of 2023

SUBJECT: DESIGNATION OF PERSONNEL FOR THE PROCUREMENT AND DISBURSING FUNCTIONS OF THE BPI-PPSSD, SATELLITE ANALYTICAL LABORATORY – BAGUIO (SPAL-BAGUIO)

In the interest of the service and in order to effectively implement a system in the procurement and disbursement operations/transaction, the following SPAL-Baguio personnel is hereby designated:

Name/Position	Designation
Giannelli Anne E. Castañas *Chemist II*	Special Disbursing and Collecting Officer
Jenny P. Cipriano *Laboratory Technician II*	Bookkeeper
Nelson John G. Parazo *Laboratory Technician II*	Property and Supply Custodian

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload and instructed to file for an application for fidelity bond at the Bureau of the Treasury. Their accountability as such is anchored in the principle of transparency in government transactions and in accordance with the usual budgeting, accounting and auditing requirements of the Office.

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

GERALD GLENN F. PANGANIBAN, Ph.D.
OIC-Director

cc: Ma. Kristine Joy M. De Guzman
Chief, Accounting Section

William F. Mugot
OIC Chief, PPSSD