Department of Agriculture
BUREAU OF PLANT INDUSTRY
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April 20, 2023

MEMORANDUM ORDER

No: 117
series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF NATIONAL SEED QUALITY CONTROL SERVICES DIVISION, REGIONAL SEED TESTING LABORATORY REGION VIII, LEYTE (NSQCSD-RSTL LEYTE) AND NATIONAL PLANT QUARANTINE SERVICES DIVISION, REGION VIII, PLANT QUARANTINE STATION TACLOBAN (PQS TACLOBAN)

In the interest of the service and in order to effectively implement a system in the procurement and disbursement operations/transaction, hereunder are the compositions of the Procurement and Disbursing Teams of National Seed Quality Control Services Division, Regional Seed Testing Laboratory Region VIII, Leyte (RSTL Leyte) and National Plant Quarantine Services Division, Region VIII, Plant Quarantine Station Tacloban (PQS Tacloban):

PROCUREMENT

Bids & Awards Committee (BAC):

Chairperson	Mr. Bryan M. Leonor, PQS Tacloban
Vice-Chair	Mr. Ronaldo B. Calamba, RSTL Leyte
Members	Mr. Alito O. Pascual, PQS Leyte
	Ms. Romela M. Arcena, RSTL Leyte
	Ms. Mylaine V. Gabucan, RSTL Leyte
BAC Secretariat	Ms. Laulyn J. Elejorde, RSTL Leyte
Canvassers	Ms. Khamelle Y. Tia, RSTL Leyte
	Mr. Den-Loi S. Modina , PQS Tacloban
Inspectors	Mr. Den-Loi S. Modina, PQS Tacloban
	Ms. Mylaine V. Gabucan, RSTL Leyte
	Mr. Ronnie P. Yu, NSQCSD Catarman (Alternate)
Property and Supply Custodians	Mr. Den-Loi S. Modina, PQS Tacloban
	Ms. Jennifer A. Tizon, RSTL Leyte
Internal Control Officers	Ms. Jennifer A. Tizon, RSTL Leyte
	Ms. Clarita B. Lasquite, PQS Tacloban

DISBURSING and APPROVING OFFICERS

NPQSD, PQS Tacloban

Approving Officer	Mr. Reynaldo R. Terciño
Collecting/Disbursing	Ms. Jonalyn A. Licardo
Bookkeeper	Ms. Laulyn J. Elejorde

NSQCSD, RSTL Leyte

Approving Officer	Ms. Loida N. Ultra
Collecting/Disbursing	Ms. Ederlina D. Bulgado
Bookkeeper	Ms. Ronela M. Arcena

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 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.
Director

cc: Mr. Ruel C. Gesmundo
OIC-Assistant Director and
Concurrent Chief, NSQCSD

Mr. Shereene R. Samala
OIC-Chief, NPQSD

Mr. Yondre J. Yonder
Chair, Bids and Awards Committee (BAC)

Ms. Kristine Joy M. De Guzman
Chief, Accounting Section