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February 9, 2023

MEMORANDUM ORDER

No: 43
Series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF LOS BAÑOS NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTER (LBNCRDPSC), CENTRAL POST ENTRY QUARANTINE STATION (CPEQS) AND NSQCSD REGIONAL SEED TESTING LABORATORY, REGION IV-A, LOS BAÑOS, LAGUNA (NSQCSD-RSTL, REGION IVA)

In the interest of the service and in order to ensure smooth operation and effectively implement a system in the financial transactions of the office, the Procurement and Disbursing Team of Los Baños National Crop Research, Development and Production Support Center (LBNCRDPSC), Central Post Entry Quarantine Station (CPEQS) and NSQCSD-RSTL, Region IV-A, Los Baños, Laguna is hereby re-organized and composed of the following:

A. PROCUREMENT

Bids and Awards Committee (BAC):

Chairman	Dr. Joel L. Adorada, LBNCRDPSC
Vice-Chairman	Ms. Jona Paola A. Manalo, CPEQS
Co Vice-Chair	Ms. Jomie D. Caluten, NSQCSD-RSTL, Region IVA
Members	Ms. Eugenia M. Buctuanon, LBNCRDPSC Mr. King Roy DLR. Bondad, LBNCRDPSC
Secretariat	Ms. Lorna M. Tepper, LBNCRDPSC Ms. Melinda O. Mondoñedo, LBNCRDPSC Ms. Ma. Kristina Yzabelle C. Sendaydiego, CPEQS Mr. Eleo B. Lunas, NSQCSD-RSTL, Region IVA
Property Custodian	Ms. Niña R. Rosales, LBNCRDPSC Mr. Aldwin L. Mendoza, CPEQS Mr. Eleo B. Lunas, NSQCSD-RSTL, Region IVA
Internal Control Unit	Dr. Ma. Queenie S. Tabur, LBNCRDPSC Mr. Brian Joseph S. Zulueta , LBNCRDPSC (Alternate) Ms. Ferlavee F. Apacionado, CPEQS
Procurement Coordinator	Ms. Vicky S. Manayon, CPEQS

B. CANVASSING

Mr. Quirino G. Cavitana Jr., LBNCRDPSC
Mr. Aldwin L. Mendoza, CPEQS
Ms. Ciella Y. Sembrano, NSQCSD-RSTL, Region IVA

C. INSPECTION COMMITTEE MEMBERS

Engr. Meanne P. Andes, LBNCRDPSC
Mr. Benito M. Sojor, LBNCRDPSC

Ms. Loreta C. Dulce, CPEQS
Ms. Rowena H. Alip, NSQCSD-RSTL, Region IVA

D. **SUPPLY OFFICERS**

Ms. Niña R. Rosales, LBNCRDPSC
Mr. Aldwin L. Mendoza, CPEQS
Ms. Ma. Kristina Yzabelle C. Sendaydiego, CPEQS Alternate

E. **DISBURSING AND APPROVING OFFICERS**

Los Baños NCRDPSC

Approving Officer	Ms. Flora A. Jarilla
Alternate Approving Officer	Dr. Ma. Queenie S. Tabur
Collecting/ Disbursing	Ms. Glecy P. Bandojo
Bookkeeper	Ms. Cecilia N. Calibo
Budget Officer	Ms. Laarni B. Belen

NSQCSD Region IV-A, Los Baños

Approving Officer	Ms. Nitta N. Nievera
Disbursing/ Collecting and Budget Officer	Ms. Lorichelle M. Lunas
Acting Bookkeeper	Ms. Rowena H. Alip

Central Post Entry Quarantine Station, Los Baños Laguna

Approving Officer	Ms. Amor C. Dimayacyac
Disbursing & Collecting Officer	Ms. Gladys E. Cunanan
Alternate Disbursing and Collecting Officer	Ms. Vicky S. Manayon
Budget and Planning Officer	Ms. Gladys E. Cunanan
Alternate Collecting Officer	Ms. Laurie A. Salumbides

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 to the usual accounting and auditing requirements of the Office.

This Order shall be given retroactive application commencing on January 9, 2023 and shall supersede all other Orders inconsistent herewith.

GELRALD GLENN F. PANGANIBAN, Ph.D.
Director

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

Ms. Flora A. Jarilla
OIC-Center Chief, Los Baños NCRDPSC

Mr. Ruel C. Gesmundo
Chief, NSQCSD/BAC Chair

Ms. Sheerene R. Samala
OIC-Chief, NPQSD