Department of Agriculture
BUREAU OF PLANT INDUSTRY
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February 9, 2023

MEMORANDUM ORDER

No: 10
series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF PLANT PRODUCT SAFETY SERVICES DIVISION, SATELLITE PESTICIDE ANALYTICAL LABORATORY DAVAO (SPAL-DAVAO)

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 Plant Product Safety Services SPAL-Davao is hereby composed of the following:

A. PROCUREMENT

Canvassers/Purchaser	Mr. John Renzon O. Sabado
Inspectors	Mr. King Mark Ruel Son Y. Bermudez
Property Custodian	Mr. Troli T. Navarro

C. DISBURSING

Approving Officer	Ms. Mary Grace A. Nacional
Collecting/Disbursing Officer	Ms. Ruby Cecilia P. Dela Peña
Bookkeeper	Ms. Randi Carla L. Tedor

In view thereof, you are directed to faithfully perform your duties and responsibilities inherent to your respective designation in addition to your present workload and instructed to file for an application for fidelity bond at the Bureau of the Treasury. Your accountability as such is anchored on the principle of transparency in government transactions and in accordance to 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: Ms. Ma. Kristine Joy M. De Guzman
Chief, Accounting Section

Mr. William F. Mugot
Chief, PPSSD