Department of Agriculture
BUREAU OF PLANT INDUSTRY
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MEMORANDUM ODER
No. 60
Series of 2023

SUBJECT : GUIDELINES FOR RECEIVING DOCUMENTS OF THE RECORDS SECTION OF THE BUREAU OF PLANT INDUSTRY

In the exigency of service and to facilitate the documents received by the Bureau, this guideline is hereby created.

1. All documents (hard copies or soft copies) through the Records Section which are addressed to the Director shall be received by the Records Section but not limited to requests letters, memoranda, announcements, directives from the Department of Agriculture, and others.
2. All documents received by the Records Section shall be stamped with "Received" indicating the full name, and signature of the person who receives the document including the date and time.
3. Documents that are "enclosed" and "confidentially sealed" shall be stamped "Received" on the envelope/cover **ONLY** with the full name and signature of personnel, date, and time by the Records Section. These documents **must be opened by the Office of the Director (OD) personnel ONLY** and shall also be stamped with "Received" with full name, signature, date, and time received.
4. Documents that do not require immediate action shall be forwarded to the Office of the Director on or before 3:30 PM of the working day unless urgent.
5. Documents from the Office of the President, Office of the Vice President, Office of the Ombudsman, 8888 Complaint Center, Senate of the Philippines, House of the Representatives, Civil Service Commission, and other prioritized offices are classified as **URGENT** and **PRIORITY** of the Records Section and **must be conveyed to the Office of the Director immediately upon receipt of the said documents**.
6. All documents that are considered **highly confidential** shall only be forwarded to specific personnel of the OD.
7. All documents must be recorded using the BPI Doctrack Lite System.

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

GERALD GLENN F. PANGANIBAN, Ph.D.
Director