Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres Street, Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No.: (02) 8525-7909, (02) 8525-2987 | Website: **buplant.da.gov.ph**

March 7, 2023

MEMORANDUM ORDER
No. 66
Series of 2023

SUBJECT: DESIGNATION OF RECORDS CUSTODIAN OF BUREAU OF PLANT INDUSTRY - OPERATING UNITS

In the exigency of the service, the following personnel is hereby designated as Records Custodians of your respective Operating Units:

Office of the Director
- Janice D. Cruz
- Mary Luz Anntonette D. Lopez
- Kimberly Mañosca

Office of the Assistant Director for Research, Development and Support Services
- Viola Katherine M. Gamboa
- Aileen P. Carlos

Office of the Assistant Director for Regulatory
- Lyra Mae Manzo

Planning Management Office
- Liezel Joy C. Morales
- Karla Angelica Ramos

Internal Audit Unit
- Ariel John Dacara

Procurement Management Section
- Rochelle A. Mirador
- Mary Jane G. Fernandez

Property and Supply Section
- Ruth A. Lucañas
- Jessa Jel F. Laurente

ADMINISTRATIVE DIVISION

Accounting Section
- Christine P. Crisostomo
- Kenneth John C. Singma

Budget Section
- Rowena C. Taganas
- Ariel R. Agustin

Cashier Section
- Marebeth B. Maminta
- Christine C. Cancio

General Services Section
- Gibert B. Maminta

Information and Computer Section
- Maricel C. Bautista
- Michelle M. Guinez

Records Section
- Norjanah M. Langilao
- Raffy P. Mendoza

Payroll Unit
- Mary Lyann Valdez
- Gerry B. Tuatis

Personnel Section
- Joshua P. Verdera
- Louise Leen L. Anit

Commission On Audit
- Mia Vinaflor P. Labarda
- Abigael A. Galvan

AGRICULTURAL ENGINEERING DIVISION
- Gina M. Saquisame
- Joseph A. Guinez

CROP PEST MANAGEMENT DIVISION
- Ely A. Cunanan
- Marc Dominic M. Frenal

CROP RESEARCH AND PRODUCTION SUPPORT DIVISION
- Charmaine Hannah A. Padasas
- Jam Roxan S. Garmay

NATIONAL PLANT QUARANTINE SERVICES DIVISION
- Sherwin D. Dannog
- Renz Philip B. Andarino
- Mark Raymond Reyes

NATIONAL SEED INDUSTRY COUNCIL/PLANT VARIETY PROTECTION OFFICE
- Reychel M. Alcantara
- Christian B. Maminta

NATIONAL SEED QUALITY CONTROL SERVICES DIVISION
- Maricel F. Fortaleza
- Danilyn C. Mayor
- Jonielyn L. Lastrilla

PLANT PRODUCT SAFETY SERVICES DIVISION
- Kenneth V. Pabelico
- John Anton G. Loyola

BIOTECHNOLOGY OFFICE
- Nicolas B. Palacpac

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BUREAU OF PLANT INDUSTRY – NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTERS

BAGUIO NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION
- Evelyn A. Sumineg
- Vivian V. Reyes

DAVAO NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION
- Jonalyn A. Pabuaya
- Esilyn V. Ambuat

GUIMARAS NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION
- Juvy G. Narte
- Alex A. Tuyo

LA GRANJA NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION
- Alona Marie A. Mandato
- Michelle Joy I. Angcoy

LOS BAÑOS NATIONAL CROP RESEARCH AND PRODUCTION SERVICES DIVISION
- Engr. King Roy DLR Bondad
- Mark Julius Mercado

As Records Custodian, they are given the following duties:
- Inventory and classification of records needed by their respective office processes and recommends retention periods for such records;
- Maintains active files needed by their processes, turns over inactive records to the Chief, Records Section as needed, and dispose of obsolete records within their areas of responsibilities;
- Take responsibility for a particular set of records that are presently used by their respective operating units;
- Facilitates faster and more efficient communication thru cascading of information and directs/submits relative records as needed in compliance with the Records Management policies and procedures of the Bureau of Plant Industry; and
- Does other related jobs as may be instructed by the Top Management thru the Records Officer in regards to Records Management.

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

GERALD GLENN F. PANGANIBAN, Ph.D.
Director