Department of Agriculture
BUREAU OF PLANT INDUSTRY
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April 13, 2023

MEMORANDUM ORDER

No: 95
Series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF GUIMARAS NATIONAL CROP RESEARCH, DEVELOPMENT AND PRODUCTION SUPPORT CENTER (GUIMARAS NCRDPSC)

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 Guimaras National Crop Research, Development and Production Support Center (GNCRDPSC) is hereby composed of the following:

A. PROCUREMENT

Bids & Awards Committee (BAC):

Chairman	Ms. Ruth F. Jardeleza
Members	Ms. Milagros T. Luces
	Mr. Alex A. Tuyo
Secretariat	Mr. Percival D. Orilla
Canvassers	Mr. Jimmy M. Macahilo
Inspection	Mr. Samuel P. Pielago, *Chairman*
Member	Mr. Henry P. Peñafiel,
Property/Supply/ Acceptance	Ms. Juvy G. Narte

B. INTERNAL CONTROL UNIT

Ms. Genoveva G. Macahilo

C. DISBURSING AND APPROVING OFFICERS

GUIMARAS NCRDPSC

Approving Officer	Mr. Rhod S. Orquia
Disbursing/Collecting	Ms. Erlyn N. Billones
Bookkeeper	Ms. Lilia P. Habaña
Budget Officer	Ms. Julie Anne G. Cordero

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 **April 11, 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

Mr. Rhod S. Orquia
Center Chief, Guimaras NCRDPSC

Mr. Yondre J. Yonder
BAC Chair