Department of Agriculture
BUREAU OF PLANT INDUSTRY
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April 12, 2023

MEMORANDUM ORDER

No: 99
series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF BPI-NATIONAL SEED QUALITY CONTROL SERVICES DIVISION, REGIONAL SEED TESTING LABORATORY REGION I - PANGASINAN

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 New Procurement and Disbursing Team of National Seed Quality Control Services Division, Regional Seed Testing Laboratory Region I – Pangasinan shall be composed of the following:

A. PROCUREMENT

Bids and Awards Committee (BAC)

Chairperson	Ms. Noemi A. Avenida
Vice-Chair	Ms. Monette B. Merlin
Members	Mr. Danny Russell Q. Arcangel
	Ms. Fremelina G. Friala
BAC Secretariat	Ms. Norberta D. Caluten
Internal Control Inspector	Mr. Leonardo C. Calpo

B. DISBURSING

Approving Officer	Ms. Leila C. Dela Peña
Collecting/Disbursing	Ms. Perla R. Mamaril
Bookkeeper	Ms. Jhomel R. Nisperos

C. DISPOSAL

Chairman	Ms. Jhomel R. Nisperos
Members	Mr. Leonardo C. Calpo
	Ms. Fremelina G. Friala

D. SUPPLY OFFICER/PROPERTY CUSTODIAN

Ms. Marian C. Maminta

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 with 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. Ruel C. Gesmundo
OIC-Assistant Director for Regulatory and
Concurrent Chief National Seed Quality Control Services Division

Mr. Yondre J. Yonder
Chair, BPI BAC