Department of Agriculture
BUREAU OF PLANT INDUSTRY
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MEMORANDUM ORDER
NO. 156
Series of 2023

SUBJECT: *Creation of Technical Working Group for the 300 Million Administration Building of BPI*

In the exigency of service and to address all the technical and administrative requirements needed by the Department of Agriculture and Department of Budget and Management, a Technical Working Group is hereby created to be composed of the following;

Chair: Herminigilda A. Gabertan – Assistant Director for Research, Development, and Production Support Services
Ruel C. Gesmundo – OIC-Assistant Director for Regulatory Services

Members: Engr. Romancito Guerrero – OIC, Agricultural Engineering Division
Engr. Elaiza S. Dotimas – Engineer II
Engr. Ronald John Dacillo – Engineer I
Engr. Roland Batarao – Research Assistant
Engr. Samuel Pasa – Research Assistant
Mr. Raul Maminta – OIC, General Services Section
Mr. Anisah Guro-Macalangcom - OIC, Budget Section
Ms. Rhoda Grace S. Pintuan – Chief, Planning and Management Office
Ms. Kristine Joy de Guzman – Chief, Accounting Section
Mr. Jose Diego Roxas – OIC, Property Section

Secretariat: Office of the Assistant Director for Research, Development, and Production Support Services
Agricultural Engineering Division

The following are tasks assigned to Technical Working Group;

1. Performs preparation of building design specification;
2. Ensure clarity, completeness and exactness of the designs;
3. Prepares materials, equipment and labor cost estimates and confirming costs are within the budget requested/approved;
4. Serves as resource person during the procurement process;
5. Closely monitors the implementation of the project and makes reports on any variances between the approved Terms of Reference and the actual work;
6. Performs other tasks that may be assigned by the Chair.

The Secretariat shall

1. Serve as depository of all documents (Minutes of Meetings, Terms of References, Building Designs, Detailed Engineering Works and others)
2. Organize meetings including all the logistics needed;
3. Performs other tasks as required by the Technical Working Group.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director
May 26, 2023