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

May 29, 2023

MEMORANDUM ORDER
No. 163
Series of 2023

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 98 SERIES OF 2023

In the exigency of service and per IRR of Republic Act No. 11032, **Memorandum Order No. 98 Series of 2023** dated **April 12, 2023**, is hereby amended to correct the composition of BPI CART and incorporate the designation of the BPI CART Vice Chairperson:

CHAIRPERSON:

Ruel C. Gesmundo
OIC-Assistant Director for Regulatory Services and Concurrent Chief, NSQCS

VICE CHAIRPERSON:

Rhoda Grace S. Pintuan
Chief, Planning Management Office

Paula R. Del Rosario
OIC, Information and Computer Section and Team Leader, Knowledge and Management Team

MEMBERS:

Elaiza Nicole S. Dotimas
OIC-Chief, Agricultural Engineering Division

Peter M. Magdaraog, Ph.D.
Chief, Crop Pest Management Division

Yondre J. Yonder
OIC-Chief, Crop Research and Production Support Division and OIC, Bids and Awards Committee

Shereene R. Samala
OIC-Chief, National Plant Quarantine Services Division

William F. Mugot
OIC-Chief, Plant Product Safety Services Division

Geronima P. Eusebio
OIC, Biotechnology Office

Mary Ann B. Guerrero
Council Secretariat, National Seed Industry Council

Ma. Kristine Joy M. De Guzman
Chief, Accounting Section

Anisah C. Guro-Macalangcom
OIC, Budget Section

Editha E. Nilo
Chief, Cashier Section

Raul F. Maminta
OIC, Internal Audit Unit

Ellaine T. Molon
OIC, Personnel Section

Jhoana Grace P. San Gabriel
Head, Procurement Management Section

Jose Diego E. Roxas
OIC, Property and Supply Section

Valerio F. Colis, Jr.
OIC, Records Section

Elalin T. Torio
President, BPI-Employees Association

Maria Narcisa V. Garcia
Alternate Team Leader, Knowledge and Management Team

The BPI CART is hereby tasked to:

1. Ensure the compliance with the provision of RA 11032, its IRR, and other issuances of the Anti-Red Tape Authority;

2. Conduct compliance cost analysis, time and motion studies, evaluation, and improvement of the BPI's systems and procedures in order to reduce red tape and processing time;

3. Review periodically the BPI's Citizen Charter and ensure the compliance of the 3-7-20 prescribed processing time for transactions and the zero-contact policy.

4. Establish and manage a public assistance complaint desk to effectively receive complaints, comments, and suggestions and to monitor client satisfaction via Customer Satisfaction Form (CSF);

5. Ensure all complaints forwarded by the Presidential Complaint Center, CSC-CCB and Anti-Red Tape Authority's Complaints and Action Center are acknowledged, responded to and/or acted upon within the designated period; and

6. Perform other related functions as may be necessary to achieve the purpose for which the Committee was created.

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload.

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

GERALD GLENN F. PANGANIBAN, Ph.D.
Director

Department of Agriculture
BUREAU OF PLANT INDUSTRY
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April 12, 2023

MEMORANDUM ORDER
No. 98
Series of 2022

SUBJECT: NEW COMPOSITION OF THE BUREAU OF PLANT INDUSTRY COMMITTEE ON ANTI-RED TAPE (BPI CART)

In the exigency of the service and per IRR of Republic Act No. 11032, the composition of the Bureau of Plant Industry Committee on Anti-Red Tape is hereby composed of the following officials:

Ruel C. Gesmundo — **Chairperson**
OIC-Assistant Director for Regulatory Services

Shereene R. Samala — **Members**
OIC-Chief, National Plant Quarantine Services Division

William F. Mugot
OIC-Chief, Plant Product Safety Services Division

Peter M. Magdaraog
OIC-Chief, Crop Pest Management Division

Elaiza Nicole S. Dotimas
OIC-Chief, Agricultural Engineering Division

Yondre J. Yonder
OIC-Chief, Crop Research and Production Support Division

Rhoda Grace S. Pintuan
Chief, Planning and Management Office

Ellaine T. Molon
OIC, Personnel Section

Paula R. Del Rosario
OIC, Information and Computer Section and
Team Leader, Knowledge and Management Team

Anisah C. Guro-Macalangcom
OIC, Budget Section

Ma. Kristine Joy M. De Guzman
Chief, Accounting Section

Valerio F. Colis Jr.
OIC, Records Section

Jose Diego E. Roxas
OIC, Property and Supply Section

Raul F. Maminta
OIC, Internal Audit Unit

Elalin T. Torio
President, BPI-Employees Association

Maria Narcisa V. Garcia
Alternate Team Leader, Knowledge and Management Team

The BPI-CART is hereby tasked to:

1. Ensure the compliance with the provision of RA 11032 and its IRR and other issuances of the Anti-Red Tape Authority;

2. Conduct of compliance cost analysis, time and motion studies, evaluation and improvement of the BPIs systems and procedures in order to reduce red tape and processing time;

3. Responsible for the periodic review of the BPIs Citizen Charter and ensure the compliance of the 3-7-20 prescribed processing time for transactions and the zero contact policy;

4. Establish and manage a public assistance complaint desk to effectively receive complaints, comments and suggestions and monitor client satisfaction via Customer Satisfaction Form (CSF);

5. Ensures all complaints forwarded by the Presidential Complaint Center, CSC-CCB and Anti-Red Tape Authority's Complaints and Action Center are acknowledged, responded to and/or acted upon within the designated period; and

6. Perform such other related functions as may be necessary to achieve the purpose for which the Committee was created.

BPI Centers and other Regional offices are also directed to create their respective CART Sub-Committees and submit their composition to the Chairperson, BPI CART for endorsement and approval of the Director.

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

GERALD GLENN F. PANGANIBAN, Ph.D.
Director

cc: Office of the CCB Program Manager
Public Assistance Information Office
Civil Service Commission

EFFECTIVITY DATE: September 15, 2022
FORM NO.: BOI-QMS-0032 R1
REVISION NO.: 1

Name/Designation	Contact Details
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EFFECTIVITY DATE: 15 December 2022
FORM NO.: BPI QMS 8.5.1-1-1
REVISION NO.: 0

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