Department of Agriculture
BUREAU OF PLANT INDUSTRY
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July 12, 2023

MEMORANDUM ORDER

No. 194
Series of 2023

SUBJECT: COMPOSITION OF THE PROCUREMENT AND DISBURSING TEAM OF THE BUREAU OF PLANT INDUSTRY - LOS BAÑOS

In the interest of the service and in order to ensure the smooth flow of day to day operations in the office, the Composition of the Procurement and Disbursing Team of the Bureau of Plant Industry - Los Baños shall be in the following order:

A. PROCUREMENT

BIDS AND AWARDS COMMITTEE:

Chairperson: Dr. Joel L. Adorada (BPI-LBNCRDPSC)
Vice-Chair: Ms. Jona Paola A. Manalo (CPEQS)
Co Vice-Chair: Mr. Jomie D. Caluten (NSQCS)

Members: Ms. Maria Narcisa V. Garcia (BPI-LBNCRDPSC)
Mr. King Roy DLR Bondad (BPI-LBNCRDPSC)

Secretariat: Ms. Lorna M. Tepper (BPI-LBNCRDPSC)
Ms. Melinda O. Mondoñedo (BPI-LBNCRDPSC)
Ms. Ma. Kristina Yzabelle C. Sendaydiego (CPEQS)
Mr. Eleo B. Lunas (NSQCS)

Property Custodian: Ms. Niña R. Rosales (BPI-LBNCRDPSC)
Mr. Aldwin L. Mendoza (CPEQS)
Mr. Eleo B. Lunas (NSQCS)

Internal Control Unit: Dr. Ma. Queenie S. Tabur (BPI-LBNCRDPSC)
Mr. Brian Joseph S. Zulueta (BPI-LBNCRDPSC Alternate)
Ms. Fervalee F. Apacionado (CPEQS)

Procurement Coordinator: Ms. Vicky S. Manayon (CPEQS)

B. DISBURSING AND APPROVING

Los Baños NCRDPSC

Approving Officer: Ms. Flora A. Jarilla
Alternate Approving Officer: Dr. Ma. Queenie S. Tabur
Collecting/Disbursing: Ms. Glecy P. Bandojo
Bookkeeper: Ms. Cecilia N. Calibo
Budget Officer: Ms. Laarni B. Belen

NSQCSD Region IV-A, Los Baños

Approving Officer:	Ms. Nitta N. Nievera
Collecting/Disbursing and Budget Officer:	Ms. Lorichelle M. Lunas
Acting Bookkeeper:	Ms. Rowena H. Alip

Central Post Entry Quarantine Station, Los Baños

Approving Officer:	Ms. Amor Dimayacyac
Special Collecting and Disbursing Officer (SCDO):	Ms. Gladys E. Cunanan
Alternate SCDO:	Ms. Vicky S. Manayon
Budget and Planning Officer:	Ms. Gladys E. Cunanan

C. CANVASSING: Mr. Quirino Cavitana (BPI-LBNCRDPSC)
Mr. Aldwin L. Mendoza (CPEQS)
Ms. Ciella Y. Sembrano (NSQCS)

D. INSPECTION COMMITTEE MEMBERS: Mr. Mark Julius Mercado (BPI-LBNCRDPSC)
Mr. Benito M. Sojor (BPI-LBNCRDPSC)
Ms. Loreta C. Dulce (CPEQS)
Ms. Rowena H. Alip (NSQCS)

E. SUPPLY OFFICER: Ms. Niña R. Rosales (BPI-LBNCRDPSC)
Mr. Aldwin L. Mendoza (CPEQS)
Ms. Ma. Kristina Yzabelle C. Sendaydiego (CPEQS Alternate)

As such, in the absence of the Officer-In-Charge, the next-in-rank shall act on the day-to-day operation of the office as well as urgent concerns which require immediate action. They are directed to perform all the 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