Department of Agriculture
BUREAU OF PLANT INDUSTRY
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ISO 9001:2015 Certified
Quality Management System

August 30, 2023

MEMORANDUM ORDER
No: 233
series of 2023

SUBJECT: NEW COMPOSITION OF PROCUREMENT AND DISBURSING TEAMS OF THE NATIONAL SEED QUALITY CONTROL SERVICES DIVISION-REGIONAL SEED TESTING LABORATORY REGION IVB, ORIENTAL MINDORO AND PROVINCIAL SATELLITE LABORATORIES, OCCIDENTAL MINDORO AND PALAWAN

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 the National Seed Quality Control Services Division-Regional Seed Testing Laboratory Region IVB, Oriental Mindoro and Provincial Satellite Laboratories, Occidental Mindoro and Palawan are as follows:

A. PROCUREMENT

Bids & Awards Committee (BAC):

Chairman	Ms. Aurelia C. Antenero (NSQCS Palawan)
Vice-Chairman	Ms. Evelyn P. Emperador (NSQCS Or. Mindoro)
Members	Ms. Reah Liza A. Medrano (NSQCS Or. Mindoro)
BAC Secretariat	Mr. Joshua E. Palo (NSQCS Or. Mindoro)
Property Custodian	Mr. Elbert Jigz S. Cayabyab (NSQCS Occ. Mindoro) Ms. Maribel M. Pascual (NSQCS Palawan)
Inspector	Mr. Joshua E. Palo (NSQCS Or. Mindoro)

B. DISBURSING AND APPROVING OFFICERS

NSQCS RSTL Oriental Mindoro, Occidental Mindoro and Palawan

Approving Officer	Ms. Araceli S. Rioja
Disbursing	Ms. Fatima T. Jugno
Bookkeeper	Mr. Joshua E. Palo

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 with the usual accounting and auditing requirements of the Office.

This Order shall be given retroactive application commencing on August 25, 2023 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 Services and Concurrent Chief, NSQCSD