



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2023-05- 29
May 26, 2023

MEMORANDUM FROM THE DIRECTOR

**FOR : ALL R4D IMPLEMENTING AGENCIES
DA-BAR PARTNERS**

SUBJECT : DA-BAR POLICY ON THE CENTRAL REPOSITORY OF RECORDS

This is to respectfully inform and reiterate to all research for development (R4D) implementing agencies and all partners transacting with the bureau that **ALL** documents of sensitive nature (e.g. signed original copy of memorandum of agreement [MOA], checks, vouchers, original copy of official receipts) must be **handcarried** to the Records Unit for official receiving and recording.

This notice is issued in line with the bureau's continuous efforts to improve its services and to ensure a more efficient and effective control of incoming documents and prompt action on the same.

We look forward to your usual cooperation.

Thank you!


JUNEL B. SORIANO, PhD