



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

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SPECIAL ORDER

No. 02
Series of 2023

SUBJECT : DESIGNATING MS. MELODY T. MEMITA, AS HEAD OF THE ADMINISTRATIVE UNIT, IN CONCURRENT CAPACITY


In the exigency of the service, **MS. MELODY T. MEMITA**, Administrative Officer III, is hereby designated as **HEAD** of the **ADMINISTRATIVE UNIT**, in concurrent capacity as Head of the Records Office.

As such, she shall perform all duties and responsibilities inherent to the designation and such others as may be assigned by the undersigned.

All officials and staff of the bureau are hereby advised of this designation and directed to give their full support and cooperation to Admin Unit Head Memita in the performance of her duties and responsibilities.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 5th day of **January** 2023.


JOELL H. LALES
OIC-Director