



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2023-12-114
December 4, 2023

MEMORANDUM FROM THE DIRECTOR

TO : JOELL H. LALES
Assistant Director/Interim Head, Admin. and Finance Division

ATTENTION : JUDE RAY P. LAGUNA
Head, Human Resource and Management Unit

SUBJECT : **TRANSFER OF HUMAN RESOURCE MANAGEMENT UNIT (HRMU) TO THE ADMINISTRATION BUILDING OFFICE**

In line with our commitment to further improve our building facilities, the HRMU is hereby instructed to make avail and utilize the space allotted for their unit **on or before December 12, 2023.**

To facilitate the ease of transferring your documents and belongings, you may coordinate with the head of the Building Maintenance, Security and General Utility Services Unit to provide your office with the strategic lay-out and additional workforce for the said transfer.

Please be guided accordingly.


JUNEL B. SORIANO, PhD

BUREAU OF AGRICULTURAL RESEARCH
HUMAN RESOURCE MANAGEMENT UNIT

Received By  DEC 4 2023