



Reference No. 2024-6-113
June 19, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED DIVISION/UNITS

SUBJECT : INCLUSION IN THE SPECIAL ORDER OF ACCOUNTABLE POINT PERSONS IN THE PREPARATION AND ATTENDANCE TO NATIONWIDE EVENTS

To ensure a successful and well-organized participation to nationwide events requiring the Bureau's delegation, POINT PERSONS shall be included in the SO of official participants as the ones responsible and accountable in the preparations of logistics, coordination and documentation of the activity.

National events such as, but not limited to, World Food Day, Independence Day and State of the Nation's Address requiring the attendance of the Bureau's personnel must be well coordinated by concerned divisions/units/persons with the inviting and organizing national agencies/groups early enough to be able to prepare the necessary logistics like proper/required attire, transportation service and meals to make the participation more productive and an enriching learning experience.

Further, the Special Order shall clearly indicate the specific names of POINT PERSONS who are responsible and accountable to organize the Activity and manage the proceedings as well as join the delegation.

For the compliance of all concerned.


JUNEL B. SORIANO, PhD