



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESOURCES
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Unnep / Main Ete
For compliance
of orderliness in
our division.
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Salva

Reference No. 2024 - 151
July 19, 2024

MEMORANDUM FROM THE DIRECTOR

TO : MELODY T. MEMITA
Head - Building Maintenance, Security and General Utility Services Unit

THRU : JUDE RAY P. LAGUNA
Head, Human Resource and Management Unit/Administration and Finance Division

SUBJECT : **INSPECTION ABOUT ORDERLINESS AND UNNECESSARY FILES OF ALL OFFICES (FROM 1ST FLOOR TO 4TH FLOOR)**

In line with our commitment to further improve our building facilities, you are hereby instructed to submit a report on the status of clearing **on or before July 29, 2024.**

To facilitate the ease of transferring the respective documents and belongings of unit/section/division, the Building Maintenance, Security and General Utility Services Unit will provide with the strategic lay-out and additional workforce for the said clearing.

Please be guided accordingly.


JUNEL B. SORIANO, PhD

