



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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July 8, 2025

MEMORANDUM FROM THE OIC DIRECTOR

TO : ALL BAR PERSONNEL

**SUBJECT : REMINDER ON THE PROPER PREPARATION AND HANDLING
OF ALL OFFICIAL DOCUMENTS**

In line with the Bureau's commitment to uphold transparency, accountability, and good governance, all personnel are strictly reminded to observe utmost care and accuracy in the preparation, processing, and handling of all official documents, such as but not limited to Official Communications, Special Orders, Memorandum, Activity Design, Contracts, MOA, Obligation Request and Status, Disbursement Voucher and Official Receipt.

Please be guided that any erasures or alterations to already reviewed or approved documents are strictly discouraged in view of existing legal and administrative provisions.

In cases where revision is necessary in official documents, it should be reprinted as revised and resubmitted to approving authorities.

If reprinting is not possible, it should be clearly annotated and countersigned by all the approving authorities;

Let us continue to work together in ensuring the integrity of our financial documents to reflect the highest standards of professionalism and compliance with existing laws and guidelines.

For strict compliance.


JOELL H. LALES, R Agr, MTM
OIC Director

