



Masagana ng Agrikultura,  
Mataas na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**

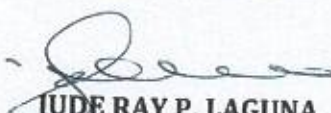
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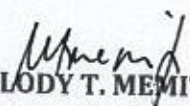
Reference No. 2024- 184

September 10, 2024

**MEMORANDUM FROM THE DIRECTOR**

TO : **ALL BAR DIVISION AND UNITS**

THROUGH :   
**JUDE RAY P. LAGUNA**  
OIC-Head, Administrative and Finance Division

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

SUBJECT : **CONDUCT OF QUARTERLY BUILDING/WORKPLACE INSPECTION**

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**OBJECTIVE**

To keep the workplace safe by identifying health and safety hazards, equipment maintenance, checking on previous issues noted during past inspections, hazard control effectiveness, and housekeeping issues.

Building and workplace inspection through the Building Maintenance, Security and General Utility Services Unit (BMSGUSU) shall be conducted quarterly.

**AREAS OF CONCERN**

1. Health and safety hazards
2. Equipment maintenance issues;
3. Previous issues noted on past inspection;
4. Hazard control effectiveness; and
5. Proper housekeeping

**The BMSGUSU shall:**

1. Identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems. (5s of Good Housekeeping)



2. Document all substandard or unsatisfactory conditions using the Workplace Inspection Recording Form (as attached) and suggest ways to make improvements.
3. Review the Workplace Inspection Forms and take appropriate corrective action within one week where necessary (or immediately, if needed).
4. Post a copy of the completed Workplace Inspection Recording Form which identifies action/s taken to resolve hazards noted during the inspection.
5. Recognize good practices and note when procedures are followed.
6. Keep copies of the Workplace Inspection Recording Forms on file

Everybody is enjoined to participate and cooperate in workplace inspections.

For your guidance and strict compliance.

  
JUNEL B. SORIANO, PhD. ✕

**Attachments:**

1. *Building Maintenance Checklist*
2. *Common Areas Inspection and Maintenance*
3. *Conference Room Inspection and Maintenance*
4. *Weekly Monitoring of Comfort Rooms*

