



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
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SPECIAL ORDER

No. 04

Series of 2025

SUBJECT : DESIGNATION OF MS. CORAZON L. BARRETO AS OIC-HEAD OF THE BUILDING MAINTENANCE AND GENERAL UTILITY SERVICES UNIT - ADMINISTRATIVE AND FINANCE DIVISION

In the exigency of service, **Ms. CORAZON L. BARRETO, Administrative Officer III**, is hereby designated as OIC-Head of the Building Maintenance and General Utility Services Unit - Administrative and Finance Division, in concurrent capacity to her functions as Head in the Property and Supply Unit.

As such, Ms. Barreto shall manage and oversee the day-to-day operations of the building maintenance and janitorial services and perform the functions, duties, and responsibilities inherent to the designation and such others as directed by her immediate supervisor and the undersigned.

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Barreto in the performance of her duties and responsibilities.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9th day of January 2025.


JUNEL B. SORIANO, PhD
Director



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