



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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SPECIAL ORDER

No. 158
Series of 2023

**SUBJECT : DESIGNATION OF MS. JESABELL V. GAYOD AS DA-BAR
DORM MANAGER**

In the interest of the service and to ensure efficient implementation of dormitory policies, **MS. JESABELL V. GAYOD** is hereby designated as **Dorm Manager**, in concurrent capacity to her functions as Administrative Assistant V in the Administrative and Finance Division-Records Unit. As such, she shall be responsible for:

1. Overseeing the preparation of Dormitory rooms and facilities based on reservation requests to ensure its readiness for occupancy;
2. Overseeing the billeting and room assignments of guests to ensure efficient dormitory operation and maximum room occupancy;
3. Preparing monthly reports of dormitory operations;
4. Supervising the work of contracted personnel in cleaning, repairing and maintaining the dormitory facilities; and,
5. Managing and remitting collections of dorm payments to the Cash Unit.

All officials and staff of the bureau are hereby directed to give their full support and cooperation to **Ms. Gayod** 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 5th day of October 2023.

JUNEL B. SORIANO PhD
Director