



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
 RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
 (+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Reference No. 2024- 01  
 January 3, 2024

**MEMORANDUM FROM THE DIRECTOR**

**TO : ALL BAR OFFICIALS AND STAFF (COS AND PERMANENT)**  
**SUBJECT : ASSIGNMENTS FOR FLAG CEREMONY FOR CY 2024**

In the exigency of service and pursuant to the Memorandum from the Director dated May 26, 2022 (Guidelines Governing the Conduct of Flag Ceremony, as amended by Memorandum from the Director dated September 19, 2022, the following are the respective assignments for the conduct of the DA-BAR Flag Raising Ceremony for CY 2024.

Date	Host/Sponsor
January 8, 2024	Office of the Director (OD)
January 15, 2024	Office of the Assistant Director (OAD)
January 22, 2024	Planning and Monitoring Unit (PMU)
January 29, 2024	Administrative and Finance Division (AFD)-Procurement Unit (PU)
February 5, 2024	AFD-Cash Unit (CU)
February 12, 2024	AFD-Budget Unit (BU)
February 19, 2024	AFD-Property and Supply Unit (PSU)
February 26, 2024	AFD-Accounting Unit (AU)
March 4, 2024	AFD-Human Resource Management Unit (HRMU)
March 11, 2024	AFD-Records Unit (RU)
March 18, 2024	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)
March 25, 2024	AFD-Transportation Maintenance and Services Unit (TMSU)

Y

Date	Host/Sponsor
<u>April 1, 2024</u>	Program Development Division (PDD)-Technology Management Section (TMS)
<u>April 8, 2024</u>	PDD-Project Packaging and Evaluation Section (PPES)
<u>April 15, 2024</u>	PDD-Impact Evaluation and Policy Section (IEPS)
<u>April 22, 2024</u>	PPD-Institutional Development Section (IDS)
<u>April 29, 2024</u>	PDD-Project Packaging and Evaluation Section (PPES)
<u>May 6, 2024</u>	Knowledge Management and Information Systems Division (KMISD)-Scientific Literature System Section (SLSS)
<u>May 13, 2024</u>	KMISD-Applied Communication Section (ACS)
<u>May 20, 2024</u>	KMISD-Information Management Section (IMS)
<u>May 27, 2024</u>	KMISD-Applied Communication Section (ACS)
<u>June 3, 2024</u>	Program Monitoring, Evaluation and Linkaging Division (PMELD)-Research Linkages Section (RLS)
<u>June 10, 2024</u>	PMELD-Monitoring and Evaluation Section (MES)
<u>June 17, 2024</u>	PMELD-International R4D Relations Section (IRRS)
<u>June 24, 2024</u>	PMELD-Results Management Section (RMS)
<u>July 1, 2024</u>	AFD-Human Resource Management Unit (HRMU)

Y

<b>Date</b>	<b>Host/Sponsor</b>
<u>July 8, 2024</u>	AFD-Property and Supply Unit (PSU)
<u>July 15, 2024</u>	AFD-Procurement Unit (PU)
<u>July 22, 2024</u>	AFD-Cash Unit (CU)
<u>July 29, 2024</u>	AFD-Records Unit (RU)
<u>August 5, 2024</u>	AFD-Transportation Maintenance and Services Unit (TMSU)
<u>August 12, 2024</u>	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)
<u>August 20, 2024 (Tuesday)</u> <i>(August 19, 2024 Quezon City Day)</i>	AFD-Accounting Unit (AU)
<u>August 27, 2027 (Tuesday)</u> <i>(August 26, 2024 National Heroes Day)</i>	AFD-Budget Unit (BU)
<u>September 2, 2024</u>	Planning and Monitoring Unit (PMU)
<u>September 9, 2024</u>	Office of the Assistant Director (OAD)
<u>September 16, 2024</u>	Office of the Director (OD)
<u>September 23, 2024</u>	Office of the Assistant Director (OAD)
<u>September 30, 2024</u>	Office of the Director (OD)
<u>October 7, 2024</u>	PDD-Project Packaging and Evaluation Section (PPES)
<u>October 14, 2024</u>	PDD-Technology Management Section (TMS)
<u>October 21, 2024</u>	PPD-Institutional Development Section (IDS)
<u>October 28, 2024</u>	PDD-Impact Evaluation and Policy Section (IEPS)
<u>November 4, 2024</u>	PMELD-Research Linkages Section (RLS)
<u>November 11, 2024</u>	PMELD-Monitoring and Evaluation Section (MES)


Y

<b>Date</b>	<b>Host/Sponsor</b>
<u>November 18, 2024</u>	PMELD-Results Management Section (RMS)
<u>November 25, 2024</u>	PMELD-International R4D Relations Section (IRRS)
<u>December 2, 2024</u>	KMISD-Applied Communication Section (ACS)
<u>December 9, 2024</u>	KMISD-Scientific Literature System Section (SLSS)
<u>December 16, 2024</u>	KMISD-Information Management Section (IMS)

Aside from announcements or updates, the following officials will be delivering their respective messages in the the following order:

<b>Week</b>	<b>Message</b>
1 <sup>st</sup> week of the month	Director
2 <sup>nd</sup> week of the month	Assistant Director
3 <sup>rd</sup> and 4 <sup>th</sup> /5 <sup>th</sup> week of the month	Head of host/sponsor Division or Unit

For information and compliance.

  
**JUNEL B. SORIANO, PhD**