



Masaganang Agrikultura,  
Maunlad na Ekonomiya

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

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August 22, 2023

**MEMORANDUM FROM THE DIRECTOR**

**TO :** JOELL H. LALES  
Asst. Director

**ATTENTION :** JENNIFER T. ALIANZA  
Head, General Services Section

**SUBJECT :** SUBMISSION OF VEHICLE REPORT



It has come to my attention that most of our service vehicles are either in good condition or near its deteriorating stage which is at times being pointed out as the main reason for the delay of service.

In this regard, you are hereby directed through the General Services Section, to **submit a complete vehicle report on or before Thursday, August 24, 2023 covering the period of January to August 2023.** In the said report, kindly indicate the vehicle issues and concerns reported by our drivers, actions taken to address these and what are the pending needs to be done for repair and maintenance.

Bearing in mind that safety is our primary concern, it is important that we maintain our service vehicles at their best condition.

For your strict compliance.

  
JUNEL B. SORIANO, PhD

