



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2024-07-141
July 10, 2024

MEMORANDUM FROM THE ASSISTANT DIRECTOR

TO : ALL DA-BAR EMPLOYEES

SUBJECT : SUBMISSION OF TRAVEL ORDERS TO THE OFFICE OF THE ASSISTANT DIRECTOR FOR RECOMMENDING APPROVAL

Lately, it has been observed by the undersigned that a number of Travel Orders seeking recommendation for approval by the Assistant Director are ***for already completed travel schedules.***

Thus, for the safety and welfare of all employees, the Office of the Assistant Director (OAD) would like to enjoin all personnel of the Bureau to refrain from travelling prior to the issuance of a duly approved Travel Order recommended by the OAD and approved by the Office of the Director pursuant to relevant issuances.

To ensure compliance, henceforth, the undersigned will no longer entertain and recommend for approval those Travel Orders ***that are submitted to the OAD after the completion of such travel.***

For the guidance and compliance of all concerned.


JOELL H. LALES

cc: Office of the Director