

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

File →

Reference No. 2023-05-28  
May 22, 2023

## MEMORANDUM

**FOR : THE DIRECTOR**  
**FROM : THE ASSISTANT DIRECTOR**  
**SUBJECT : RECOMMENDATIONS TO IMPROVE ROUTING OF SIGNIFICANT DOCUMENTS**

To ensure a more efficient and effective recording and routing system for significant documents received by the Bureau, the Office of the Assistant Director recommends the following:

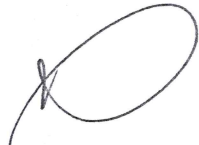
- Significant documents such as but not limited to Original Checks and Official Receipts (OR) received by the Records Unit must be scanned first before transmitting directly to the Cash Unit as soon as possible.
- The Cash Office, after receiving the original check or OR, shall furnish photo copies of these to the Accounting Unit and the Office of the Director for reference and appropriate action.
- KMISD-ITS to develop a system for QR codes in managing official documents to be used by the Records Unit.
- For safety and proper accountabilities, all Units, Sections and Divisions of the Bureau are hereby advised not to assign or authorize an OJT or Trainee and other non-BAR employees, to receive and transmit documents for their respective Offices.

We are recommending to Management the abovementioned procedures and actions to easily track and secure significant documents.

For your approval please. Thank you.

  
JOELL H. LALES

Noted

  
5/22/23