



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

SPECIAL ORDER

No. 131

Series of 2023

SUBJECT : DESIGNATION OF MS. MELODY T. MEMITA AS HEAD OF THE BUILDING MAINTENANCE, SECURITY AND GENERAL UTILITY SERVICES UNIT

In the interest of the service and to ensure the effective and efficient operations of the Bureau, **MS. MELODY T. MEMITA, Administrative Officer III**, is hereby designated as **Head of the Building Maintenance, Security and General Utility Services Unit**, in concurrent capacity to her functions as Head in the Records Unit.

As such, Ms. Memita shall oversee the management of the janitorial, security services and maintenance of the building. She shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by her immediate supervisor and the undersigned.

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Memita in the performance of her duties and responsibilities.

This Order shall take effect on **September 11, 2023** and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this _____ day of September 2023.


JUNEL B. SORIANO, Ph.D.
Director

