



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. 2023-11 108
November 20, 2023

MEMORANDUM FROM THE DIRECTOR

TO : **JOELL H. LALES**
Asst. Director/Interim Head, Admin. And Finance Division

ATTENTION : **MELODY T. MEMITA**
Head, Building Maintenance, Security, and General Utility Services Unit

SUBJECT : **REVOCATION OF FLEXI SCHEDULE OF JOHN MICHAEL M. NICOR**

Joan Kuboy
for info & action
ph.
11/24

In the exigency of the service, **MR. JOHN MICHAEL M. NICOR**, Aircon Technician I, is hereby advised to report for work on a regular schedule **effective immediately**. It was noted that there is an urgent need to address the increasing demand on repair and maintenance works. Further, these tasks could be properly dealt with utmost punctuality during the prescribed regular working days.

Further, Mr. Nicor shall continue to perform his functions, duties and responsibilities assigned to him by the Head of Building Maintenance, Security, and General Utility Services Unit. However, certain tasks that need to be done on a weekend shall be requested by his immediate supervisor subject to the approval of the undersigned.

For your information and guidance.

JUNEL B. SORIANO, PhD

