



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2023-06-43
June 26, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION/UNIT HEADS
R4D IMPLEMENTING AGENCIES
DA-BAR PARTNERS

SUBJECT : RECEIVING OF CHECKS AND OFFICIAL RECEIPTS

In line with the Bureau's continuous efforts to improve its services and expedite transactions with our R4D stakeholders, **Checks** and **Official Receipts (ORs)** from walk-in client partners shall be directly handed over to the Bureau's Cashier Section.

This Memorandum does not cover checks and ORs received in a parcel through a Courier by the Records Office for which it is primarily responsible, but the same shall be immediately turned over to the Cash Section after proper recording. Also excluded here are other significant documents such as but not limited to MOA and Contracts which needs to be properly received and recorded by the Records Section.

Only checks and ORs including its accompanying vouchers/cover memo brought by walk-in client partners shall be received directly by the Cash Section without coursing it through the Records Section.

Relative to instances where Implementing Agencies or clients are handing over checks and ORs to BAR Officials and Staff other than those in the Cash Section, the officials and staff who received the checks and/or ORs from the IAs or any official source are hereby instructed to turnover these documents to the Cash Section upon reporting back to Office.

With this new system, the Bureau's Cash Section will now be held responsible for the proper recording and filing of all checks and ORs received by their staff.

All orders, memoranda and other issuances inconsistent with this are hereby amended.

For the information of all concerned and immediate compliance.


JUNEL B. SORIANO, PhD