



## 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- 117 November 24, 2023

## MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR STAFF

SUBJECT: Reassigning and Lodging the Position of Senior Administrative

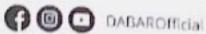
Assistant V (SAAV) to the Office of the Director (OD)

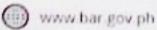
In the interest of the service and to further strengthen the manpower complement of the Office of the Director, the position of Senior Administrative Assistant V (SG 18), originally lodged under the Administrative and Finance Division- Procurement Unit (AFD-PU) is hereby transferred to the Office of the Director.

As such, the duties and responsibilities of the SAAV shall be revised as follows::

- 1. Facilitate the day-to-day operational and administrative activities of the Office of the Director by organizing the incoming flow of work, prioritizing documents for action and incoming requests, maintaining a control system, monitoring and follow up of actions with concerned personnel to ensure the timely response, specifically, but not limited to the following:
  - a. Facilitate the travel-related documents of the office of the Director (ie. Travel Orders, Travel Expense Vouchers, Request for Travel Authority); and,
  - b. Facilitate the preparation of work and financial plan-related documents for various activities of the Office of the Director (i.e. Project Procurement Management Plan, Purchase Requests, Obligation Request and Status, Disbursement Vouchers);
- 2. Maintain a database of project proposals and ensure the following:
  - a. That all incoming proposals, both soft copies and hard copies, are encoded into the said database;
  - b. That the remarks and instruction/s of the Director for each proposal are well- noted and properly coordinated with the concerned divisions;
  - c. That all submissions from implementing agencies are properly acknowledged; and
  - d. That all details of approved project proposals are properly encoded and monitored according to the progress of implementation;
- 3. Serve as Secretariat during Management Committee (ManCom) meetings:
  - a. Prepare and circulate the agenda to all ManCom members;







- Ensure that all presentation and other related materials are prepared before the conduct of the ManCom meeting; and,
- c. Assist in the preparation and dissemination of the minutes of the meeting;
- Ensure that all incoming communications addressed to the Director are properly acknowledged and responded.

For information and guidance.

JUNEL B. SORIANO, PhD