



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Reference No. 2024- 45  
February 20, 2024

## MEMORANDUM

**TO :** ALL HEADS OF DIVISIONS  
ALL SECRETARIATS OF COMMITTEES UNDER THE CHAIRSHIP  
OF THE ASSISTANT DIRECTOR

**FROM :** ~~JOELL H. LALES~~  
Assistant Director *JH*

**SUBJECT :** COMPLETE STAFF WORK FOR DOCUMENTS TO BE SIGNED BY  
THE ASSISTANT DIRECTOR

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This is to inform all concerned that all documents to be signed by the Assistant Director shall be coursed through MS. MARIA RUBY G. LUMONGSOD, Project Development Officer IV and Executive Assistant-designate, for proper checking and verification to ensure accuracy and completeness of required attachments (if necessary).

Upon review of the documents, Ms. Lumongsod shall affix her initials under the name of the Assistant Director.

For your guidance and compliance.

Thank you.

cc: Office of the Director



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