



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL RESEARCH  
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Reference No. 2024 - 05 - 97  
May 27, 2024

## MEMORANDUM FROM THE DIRECTOR

**TO :** ALL CONCERNED DIVISION/UNIT/SECTION HEADS

**SUBJECT :** STRENGTHENING THE BUREAU'S TIMELY RESPONSE AND ACTION ON VARIOUS INSTRUCTIONS, DIRECTIVES, AND OTHER URGENT COMPLIANCES WITHIN AND OUTSIDE DA-BAR

It has been observed that there are several instructions/directives from the management as well as other oversight offices to which concerned divisions/sections/BAR personnel have not yet responded to and/or have been responded to in an untimely manner.

As such, in order to ensure prompt, efficient, and effective adherence to official instructions/directives from the management and other oversight offices, all concerned Divisions/Units/Sections are hereby instructed to provided the Office of the Director with constant updates, through a memorandum, on the status and/or updates on their respective deliverables. Additionally, the following shall be attached to the cover memorandum:

1. Draft proposed action plan document;
2. Implementation/Timeline plan; and,
3. Other relevant documents.

Further, we would like to remind all concerned that all instructions referred to your respective divisions/sections must be complied with on or before the set deadline, and likewise those that need urgent action shall be responded right away.

For your information and strict compliance.

  
JUNEL B. SORIANO, PhD  
jr