



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL RESEARCH  
RDMIC Bldg., Elliptical Road corner Visayas Avenue,  
Diliman, Quezon City 1104

*KMSD  
for compliance  
Ms. M  
Sob...*

Reference No. 2023-05-30  
May 26, 2023

### MEMORANDUM FROM THE DIRECTOR

**TO :** ALL DIVISION/UNIT HEADS  
**SUBJECT :** RECEIVING OF SIGNIFICANT DOCUMENTS

Relative to instances where Implementing Agencies are handing over significant documents (Original Checks, Official Receipts, Vouchers and/or MOA) to BAR Officials and staff during their official travels to the IA's area, the safety of the documents and the timeliness of these documents reaching the intended Unit is a prime concern of Management.

Thus, Officials and Staff who received any of the said significant documents from the IAs or any official source are hereby instructed to turnover these documents to the Records Unit during the first working hour upon reporting back to Office.

This is to ensure the safety, appropriate and immediate action on received significant documents.

For the information of all concerned and immediate compliance.

  
JUNEL B. SORIANO