



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8451 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

SPECIAL ORDER

No. 05

Series of 2025

SUBJECT : DESIGNATION OF MS. MELODY T. MEMITA AS HEAD OF THE AD-HOC ADMINISTRATIVE AND FINANCE DIVISION

In the exigency of service, **MS. MELODY T. MEMITA, Administrative Officer III**, is hereby designated as **Head** of the Ad-hoc Administrative and Finance Division, in concurrent capacity to her functions as Head in the Records Unit.

As such, **Ms. Memita** shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by the undersigned.

She is entitled to travelling expenses, per diems, and incidental expenses that may be incurred in the performance of her functions, duties, and responsibilities, chargeable against DA-BAR funds, subject to existing government accounting and auditing rules and regulations.

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Memita in the performance of her duties and responsibilities.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 04 day of January 2025.


JUNEL B. SORIANO, PhD
Director

SPECIAL ORDER

No. ____

Series of 2025

**SUBJECT : DESIGNATION OF MS. MELODY T. MEMITA AS HEAD OF
THE AD-HOC ADMINISTRATIVE AND FINANCE DIVISION**

In the exigency of service, **MS. MELODY T. MEMITA, Administrative Officer III**, is hereby designated as **Head** of the Ad-hoc Administrative and Finance Division, in concurrent capacity to her functions as Head in the Records Unit.

As such, **Ms. Memita** shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by the undersigned.

She is entitled to travelling expenses, per diems, and incidental expenses that may be incurred in the performance of her functions, duties, and responsibilities, chargeable against DA-BAR funds, subject to existing government accounting and auditing rules and regulations.

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Memita in the performance of her duties and responsibilities.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9th day of January 2025.



JUNEL B. SORIANO, PhD
Director