



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

SPECIAL ORDER

NO. 120

Series of 2025

SUBJECT: AUTHORITY TO PARTICIPATE IN THE TRAINING “STRATEGIC BUSINESS WRITING: CLARITY AND PURPOSE IN EMAILS, MEMOS, AND AGENDAS”

In support of the Department of Agriculture-Bureau of Agricultural Research’s (DA-BAR’s) learning and development (L&D) program, the following employees are hereby authorized to participate in the training activity titled “**Strategic Business Writing: Clarity and Purpose in Emails, Memos, and Agendas**” which will be held on **June 16, 2025**, at the **J.R. Escaño Hall, RDMIC Bldg., Elliptical Road corner, Visayas ave., Diliman, Quezon City**.

OFFICE/DIVISION/UNIT	PARTICIPANTS
Office of the Director (OD)	Bernadette P. Galve Ruth R. Feril
Planning and Monitoring Unit	Mark Oliver G. Royo
Office of the Assistant Director (OAD)	Joyce Ann Christine G. Gumban
Program Development Division (PDD)	Marjorie M. Mosende Beverlie E. Ordoña Marijoy B. Calunsag Leila Jamila P. Rebuldela Glacelle Alyne C. Malinao Kim Adrian Alexis M. Bregildo Candice M. Guilaran-Meer Mart Limuel S. Moises Juvie Anne B. Calisin Kayecelyn R. Ollero Marla S. Metiam Minette B. Trinidad Mark Vheejay P. Jonas





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

**Program Monitoring, Evaluation and Linkaging
Division (PMELD)**

Chrystel Venus F. Fonseca
Pamela C. Cabatic
Keith C. Ramones

Julie Ann L. Dulay
Edmichael DG. Figueroa
Cusrome Loi S. Adaro
Hannah Nicole M. Silva
Chenny Jane S. Daguyo
Perly J. Requiso
Rowena B. Florentino
Nieva Jean S. Ignacio
Elmer S. Gumban

**Knowledge Management and Information
Systems Division (KMISD)**

Jocel Anne C. Yamson
Russel James P. Dagala
Jesrael R. Samira
Ma. Eloisa H. Aquino
Lara Abegail S. Espiritu
Daryl Kurt G. Norial

**Ad-Hoc Administrative and Finance Division
(AD-HOC AFD)**

Human Resource Management Unit

Alexis P. Gregorio
Jude Ray P. Laguna
Camille M. Castillo
Catherine Kier R. Juayong
Excel Amor D. Quiatchon
Lady Christine Joy A. Barcena

Accounting Unit

Jocelyn L. Dionido





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

Ana Maria A. Panti

Budget Unit

Ma. Tatiana T. Amat

Procurement Unit

Alan N. Palevino

Jennifer M. Samira

Arvin Josef B. Arizapa

Property and Supply Unit

Anne Khriscel B. Lazaro

Maricar B. Blancaflor

*Building Maintenance and General Utility Services
Unit*

Vanessa D. Yap

Edward Jude Y. Acebedo

*Transportation Maintenance and Security Services
Unit*

Mario R. Anire

Expenses to be incurred in the conduct of this activity such as, but not limited to, honorarium of the resource speaker, food, supplies, and other incidental expenses shall be charged against DA-BAR funds, subject to availability and the usual government accounting and auditing rules and regulations.

Please be guided accordingly.

Done this 2nd day of June 2025.

JOELL H. LALES
OIC-Director

