



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**

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**SPECIAL ORDER**

No. 131

Series of 2025

**SUBJECT : RECONSTITUTING THE ADMINISTRATIVE AND FINANCE DIVISION (AFD)-  
BUILDING MAINTENANCE, SECURITY, AND GENERAL UTILITY SERVICES UNIT  
(BMSGUSU) AND AFD-TRANSPORTATION MAINTENANCE SERVICES UNIT INTO  
THE AFD-GENERAL SERVICES UNIT (GSU)**


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To enhance efficiency and streamline the bureau's overall utility operations, the Administrative and Finance Division (AFD)- Building Maintenance, Security, and General Utility Services Unit (BMSGUSU) and AFD-Transportation Maintenance Services Unit are hereby reconstituted into the **AFD-General Services Unit (GSU)**.

All officials and employees of the Bureau are hereby advised of this reconstitution and directed to give their full support and cooperation to the AFD-GSU in the performance of their 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 June 2025.

  
**JOELL H. LALES, RAgr, MTM**  
OIC-Director







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**SPECIAL ORDER**

No. 06

Series of 2025

**SUBJECT: AMENDMENT TO SPECIAL ORDER NO. 289, SERIES OF 2024  
REVOCATION OF SPECIAL ORDER NO. 260 SERIES OF 2024 AND  
DESIGNATION OF MR. RYAN JOSEPH M. ABRIGO AS OFFICER-IN-CHARGE  
(OIC)-HEAD OF THE TRANSPORTATION MAINTENANCE AND SERVICES  
UNIT**

In the interest of the service, Special Order No. 289, Series of 2024 designating **Mr. Ryan Joseph M. Abrigo**, as OIC-Head of the Transportation Maintenance and Services Unit is hereby amended to include responsibilities related to the facilitation of the bureau's security services, in concurrent capacity to his functions as Information Systems Analyst II to the Information Management Section- Knowledge Management and Information Systems Division (KMISD).

As such, the Transportation Management Services Unit shall now be referred to as the **Transportation Management and Security Services Unit (TMSSU)**. Consequently, the Building Maintenance, Security, and General Utility Services Unit shall be renamed to Building Maintenance and General Utility Services Unit.

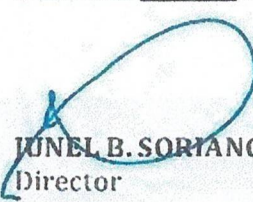
Further, **Mr. Abrigo** shall manage the day to day operations of the transportation maintenance as well as security services and perform the functions, duties, and responsibilities inherent to the designation and such others as directed by his immediate supervisor and the undersigned.

He is entitled to travelling expenses, communication expenses, per diems, and incidental expenses that may be incurred in the performance of his 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 designation and directed to give their full support and cooperation to Mr. Abrigo in the performance of his 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 06 day of January 2025.

  
**JUNEL B. SORIANO, PhD**  
Director







**SPECIAL ORDER**

No. 04

Series of 2025

**SUBJECT : DESIGNATION OF MS. CORAZON L. BARRETO AS OIC-HEAD  
OF THE BUILDING MAINTENANCE AND GENERAL UTILITY  
SERVICES UNIT – ADMINISTRATIVE AND FINANCE DIVISION**

In the exigency of service, **Ms. CORAZON L. BARRETO, Administrative Officer III**, is hereby designated as OIC-Head of the Building Maintenance and General Utility Services Unit – Administrative and Finance Division, in concurrent capacity to her functions as Head in the Property and Supply Unit.

As such, Ms. Barreto shall manage and oversee the day-to-day operations of the building maintenance and janitorial services and perform the functions, duties, and responsibilities inherent to the designation and such others as directed by her immediate supervisor and the undersigned.

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Barreto 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