



Department of Agriculture,  
Bureau of Agricultural Research

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

No. 133

Series of 2023

**SUBJECT : CREATION OF THE TRANSPORTATION MAINTENANCE AND SERVICES UNIT AND BUILDING MAINTENANCE, SECURITY, AND GENERAL UTILITY SERVICES UNIT**

In the interest of the service and to boost the efficiency of the operations and services of the Bureau, the **Transportation Maintenance and Services Unit** and **Building Maintenance, Security, and General Utility Services Unit** are hereby created, with the following duties and responsibilities:

**A. TRANSPORTATION MAINTENANCE AND SERVICES UNIT**

1. Provides transportation services for the bureau;
2. Provides policy guidance on the maintenance and disposition of motor vehicles of the bureau;
3. Facilitates and coordinates vehicle services to the bureau officials and staff as well as requests from the Department and its attached bureaus, agencies, and regional field offices; and,
4. Performs other functions as may be assigned by the Director.

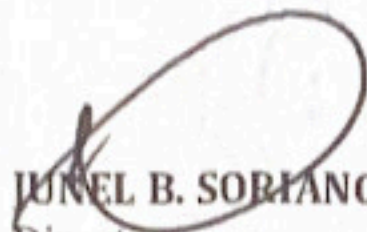
**B. BUILDING MAINTENANCE, SECURITY, AND GENERAL UTILITY SERVICES UNIT**

1. Provides policy guidance on the maintenance of the bureau's facilities;
2. Ensures that the building's facilities are in good condition and performs regular monitoring of the building's electrical, plumbing, ventilation, and air-conditioning systems, facilitating repairs and replacements when necessary;
3. Receives, collects, and prepares cash vouchers for the payment of various utility bills of the bureau;
4. Provides and maintains operation and administration of dormitory and other accommodation facilities of the bureau; and,
5. Performs other functions as may be assigned by the Director.

All officials and employees of the Bureau are hereby advised of this order and directed to give their full support and cooperation to the above mentioned units in the performance of their duties and responsibilities.

This Order shall take effect on September 11, 2023 and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this \_\_\_\_\_ day of September 2023.

  
**JUNEL B. SORIANO, Ph.D.**  
Director

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