



**OFFICE ORDER No.** 05  
Series of 2022

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE DIRECTOR

**SUBJECT :** BAFS PROJECT INNOVATION CORE TEAM FOR BAFS DOCUMENTED INFORMATION MANAGEMENT SYSTEM (DIMS)

**Date :** April 5, 2022

In the interest of service, and to ensure the effective development and implementation of the BAFS Documented Information Management System (DIMS), the team is hereby created as follows:

Designation	Personnel-In-Charge
Innovation Champion	<b>Technical Services Division (TSD)</b> Asst. Dir. Mary Grace Mandigma
Innovation Managers	<b>Organic Agriculture Division (OAD)</b> Moraine Sumague Charlie Palilio
Innovation Partners (area of expertise)	
Platform Developer	<b>Information Communication Unit</b> France Earvynne R. Enriquez
Document System Managers	<b>Office of the Director (OD)</b> Reylen Escordial Mark Brian Umali
Document Custodian	<b>Administrative Support and Services</b> Allan Gabriel T. Melido

The specific team/personnel responsibilities are as follows:

**a. Innovation Champion**

- a. Lobbies all the innovation initiatives of the Core Team to the Management.
- b. Ensures that DIMS goals are met and adhere to the objectives of the Bureau.



**b. Innovation Managers**

- a. Lead any and all essential tasks to launch the DIMS, including coordination of logistical requirements for training and workshops.
- b. Collaborate with Innovation Partners to develop the System and oversee its deployment.
- c. Review and execute plans for the testing and deployment of the DIMS.
- d. Monitor the deployment and propose recommendations for improving the content of the DIMS.

**c. Innovation Partners**

- a. Platform Developer - Develops, maintains and upgrades the DIMS platform.
- b. Document System Manager & Custodian - Receive, release, manage, track and record documents to the DIMS.

For information and proper guidance.

  
**VIVENCIO R. MAMARIL, PhD**  
Director IV  
MC  
RVC  
05/04/2022

