



**OFFICE ORDER No:** 6

Series of 2022

## MEMORANDUM

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE DIRECTOR

**SUBJECT :** CREATION OF BAFS PHYSICAL INVENTORY SUPPORT TEAM

**DATE :** MAY 20, 2022

In the interest of service, the following employees are hereby directed to assist in the monitoring and inventory of equipment per division:

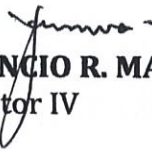

- **Office of the Director**
  - Mr. Samuel Z. Gelilio, Administrative Assistant II
- **Administrative Support Services/Planning and Budget Section/Information & Communication Unit**
  - Mr. Jonathan P. Martinez, Administrative Assistant VI
  - Mr. Angelo N. Custodio, Administrative Assistant V (Overall Team Leader)
- **Organic Agriculture Division**
  - Mr. Larry A. Yumang, Administrative Assistant II
  - Mr. Roniel V. Bayanay, Administrative Assistant II
  - Mr. Ryan G. Molato, Administrative Assistant II
- **Standards Development Division**
  - Mr. Ronaldo M. Badillo, Administrative Assistant II
  - Mr. Ricky B. Mangalindan, Administrative Assistant II
  - Mr. Jonhay Z. Isip, Administrative Assistant II
- **Technical Services Division/Laboratory Services Division**
  - Mr. Rachel C. Franco, Administrative Assistant II
  - Mr. Aron G. Gentolia, Administrative Assistant II
  - Mr. Elpidio J. Lobos, Administrative Assistant II

The BAFS Inventory Support Team shall be responsible for the annual updating of Memorandum Receipts (MR) and inventory of equipment under all BAFS Permanent Employees. They are to submit the annual report of the updated MR and inventory to Ms. Daisy E. Melegrito, Administrative Officer V of the Administrative Support Services every end of the year. Additionally, they are also responsible for facilitating the surrender of all unserviceable equipment to DA Central Office. For any concerns, you may address them directly to Ms. Melegrito.



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

For guidance and strict compliance.

  
**VIVENCIO R. MAMARIL, PhD**  
Director IV 

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BPI Compound, Visayas Avenue,  
Diliman, Quezon City, Philippines  
Trunkline: (632) 928-8741 to 64 loc. 3301-3319  
E-mail: [info.dabafs@gmail.com](mailto:info.dabafs@gmail.com)  
Website: [www.bafs.da.gov.ph](http://www.bafs.da.gov.ph)

