



January 10, 2023

**OFFICE ORDER No. 1**  
Series of 2023

**TO : ALL BAFS EMPLOYEES**

**FROM : OFFICE OF THE OIC-DIRECTOR**

**SUBJECT : DESIGNATION OF ASSISTANT DIRECTOR-DESIGNATE MARY GRACE R. MANDIGMA AS OVERSEER OF THE ADMINISTRATIVE SUPPORT SERVICES (ASS)**

To supervise the Administrative Support Services (ASS) operations, Assistant Director-Designate Mary Grace R. Mandigma, Chief Science Research Specialist, is hereby designated to oversee the ASS concurrently with her functions as Chief Science Research Specialist and her other designations.

As such, AD Mandigma shall perform these duties and responsibilities and such others as directed by the OIC-Director, such as but not limited to:

1. Assist in developing and implementing the plans and goals for the Bureau;
2. Work with the OIC-Administrative Officer in coordinating and supervising daily operations;
3. Ensure compliance with regulations and internal policies;
4. Monitor attainment of objectives; and
5. Undertake staffing responsibilities (hiring, training, evaluating, etc.)

All employees are hereby directed to cooperate and give their full support to AD Mandigma in these endeavors.

This Order shall take effect immediately and shall remain in force unless revoked in writing.

Done this 10<sup>th</sup> day of **January** 2023.

  
**KAREN KRISTINE A. ROSCOM, PhD**