



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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June 2, 2022

SPECIAL ORDER: 81

**SUBJECT : AUTHORITY TO ATTEND THE VIRTUAL SEMINAR-WORKSHOP
ON BASIC RECORDS AND ARCHIVES MANAGEMENT**

In the interest of the service, the following employees are hereby authorized to attend the **Seminar-Workshop on Basic Records and Archives Management** on August 10-12, 2022, 8:00am to 5:00pm via zoom platform.

I. Participants

A. Central Office

Name	Position/ Designation	Division
Eric D. Divinagracia	Deputy Executive Director for Pesticide	OED
Gina C. Tomimbang	Chief Administrative Officer	FAD
Julieta B. Lansangan	Chief Agriculturist	FRD
Romualdez, Jacqueline M.	Chemist IV	PRD
Digna M. De Leon	Planning Officer V	PMID
Jerolet C. Sahagun	Chemist V	LSD
Maria Theresa B. Oliveros	Senior Administrative Officer	FAD
Jonalyn B. Rañola	Administrative Officer III	FAD
Maribel M. Querijero	Senior Agriculturist	FRD
Marlo B. Deblois	Senior Agriculturist	FRD
Rea T. Lariosa	Administrative Assistant III	FRD
Lovely R. Luar-Perez	Senior Agriculturist	PRD
Kriz Anne Joi L. Minguez	Chemist II	PRD
Nancy Y. Dumlao	Administrative Assistant III	PRD
Paul Kristian J. Berjuega	Chemist III	LSD
Sharmaine D. Tecson	Chemist III	LSD
Kaezelle Anne R. Sambo	Administrative Assistant III	LSD
Jonsie D. Baysa	Administrative Officer V	FAD
Madonna Belle C. Flavier	Administrative Officer IV	FAD
Bernadette I. Guardiano	Administrative Assistant V	FAD
Shiena Mae P. Ginez	Administrative Aide VI	FAD
Eramae V. Inocencio	Administrative Officer V	FAD
Jorelyn D. Mendoza	Administrative Officer IV	FAD
Eljhon M. Esparas	Administrative Assistant II	FAD
Shiena Lyn D. Atienza	Administrative Officer IV	FAD
Rachelle D. Almoite	Administrative Assistant III	FAD
Marc C. Limun	Accounting Analyst I	FAD
Leinele R. Mangilaya	Administrative Aide VI	FAD
Olivia R. Marzan	Administrative Officer V	FAD
Hazel B. Cadayday	Administrative Aide VI	FAD
Mirasol O. Bacarisas	Administrative Officer V	PMID



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Aleni Peach D. Gonzales	Administrative Officer III	PMID
Camille-Mai M. Valles	Administrative Officer IV	PMID
Billy Jervis A. Narag	Information Technology Officer I	PMID
Janelyn I. Aquino-Pabalate	Attorney I	OED
Edward Allen A. Calapatia	Senior Agriculturist	OED

B. Regional Field Units

Name	Position/ Designation	Division
Rogelio B. Tanguid	Supervising Agriculturist	CAR
Joseph Andre John O. Martinez	Supervising Agriculturist	Region I
Leonardo A. Bangad	Supervising Agriculturist	Region II
Romeo Val R. Suguitan Jr.	Supervising Agriculturist	Region III
Suzettie M. Alcaide	Supervising Agriculturist	Region IV
Gabriel B. Atole	Supervising Agriculturist	Region V
Noel V. Negre	Supervising Agriculturist	Region VI
Arnulfo L. Arausa Jr.	Supervising Agriculturist	Region VII
Francis Salvador B. Costas	Supervising Agriculturist	Region VIII
Alex S. Paalisbo	Supervising Agriculturist	Region IX
Ma. Sonia C. Calleja	Supervising Agriculturist	Region X
Alita C. Bornea	Supervising Agriculturist	Region XI
Marrisa G. Napalit	Supervising Agriculturist	Region XII
Danilo S. Negre	Supervising Agriculturist	CARAGA

C. MASTER OF CEREMONY

Name	Position	Division
Jan Paolo E. Umerez	Project Development Officer I	OED

D. FACILITATORS

Name	Position	Division
Bernadette I. Guardiano	Administrative Assistant V	FAD
Aljhon L. Igbuhay	Administrative Aide VI	PMID

This course is designed for records custodians/records keepers whose responsibilities include the management of records in an office environment from the creation until their final disposition. Every employee as part of the organization must know why records management matters to them and why it is so important to the organization.

As such, resource person's honorarium, all IT equipment, and other support for such Zoom Webinar shall be provided to them as necessary, subject to the usual government accounting and auditing rules and regulations.

A certificate of completion with twenty-four (24) training hours will be given to participants who have successfully completed the whole online orientation including outputs, if necessary.

Zoom Link and program to this virtual seminar-workshop will be sent to the attendees via email.


WILFREDO C. ROLDAN
 Executive Director



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