



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

No. 520  
Series of 2023

**SUBJECT: DESIGNATION OF MS. MARY GRACE R. MANDIGMA AS THE ASSISTANT DIRECTOR-DESIGNATE OF THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS) IN CONCURRENT CAPACITY AS CHIEF SCIENCE RESEARCH SPECIALIST, TECHNICAL SERVICES DIVISION (TSD)**

In the exigency of the service, **MS. MARY GRACE R. MANDIGMA**, Chief Science Research Specialist, Technical Services Division is hereby designated as **ASSISTANT DIRECTOR-DESIGNATE** of the BAFS in concurrent capacity with her regular functions as Division Chief.

As Assistant Director-Designate, she shall perform the following functions, duties, and responsibilities:

1. Assist the Director in the overall planning and implementation of BAFS strategies, programs, activities, and projects;
2. Represent the BAFS in all engagements requiring the presence of the Director, on her behalf;
3. Manage and supervise the Administrative Support Services in ensuring compliance with relevant policies and regulations, including those related to strategic human resource management, planning, budgeting, procurement, and financial management;
4. In case of official travels and personal leaves of the Director, sign technical and administrative-related documents, specifically Travel Orders of the BAFS personnel, on behalf of the Director; and
5. Perform other functions as may be assigned by the Director.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and DA-Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to Asst. Dir.-Designate Mandigma in the performance of her duties and responsibilities.

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

Done this 20th day of March, 2023.

**DOMINGO E. PANGANIBAN**  
Senior Undersecretary



DA-CD-OSEC-MM20230306-00535