



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
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**MEMORANDUM ORDER**

No. 10  
Series of 2024

**SUBJECT: IMPLEMENTATION OF ONE TRACKING NUMBER FOR PROCESSING OF FINANCIAL DOCUMENTS**

To ensure traceability and enable efficient monitoring of financial documents, all employees shall use the tracking number of the approved **PURCHASE REQUEST** in all subsequent accounting processes in the BAC, ICU, and Cashier.

**This Memorandum shall take effect immediately.**

Done this 18<sup>th</sup> of June 2024.

**HYACINTH G. NAPILOY, DVM, MPS-PA**  
Officer-in-Charge, Director

