



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
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## MEMORANDUM

**TO :** Fisheries Quarantine Section (FQS)  
Fisheries Inspection Section (FIS)  
Fisheries Certification Section (FCS)  
Fisheries Audit Section (FAS)

**FROM :** SONIA LUISA G. SANCHEZ  
*OIC, Fisheries Inspection and Quarantine Division*

**SUBJECT :** REQUEST FOR SUBMISSION OF SCHEDULE OF ACTIVITIES


In line with the coordination and alignment of technical operations and to ensure efficient monitoring and scheduling of activities under the Fisheries Inspection and Quarantine Division, you are hereby requested to submit your respective schedule of activities for August 2025 and every month thereafter until December 2025.

Furthermore, the submission should include the following details, to wit:

Title of Activity	Dates	Venue	Personnel Involved

For activities that are not yet scheduled as of this submission, please inform and update the same as appropriate.

For your information and compliance.

  
**SONIA LUISA G. SANCHEZ**  
*OIC, Fisheries Inspection and Quarantine Division*