



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**

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October 5, 2022

**SPECIAL ORDER**

No. 118

Series of 2022

**SUBJECT: AUTHORIZING THE ATTENDANCE TO THE SEMINAR-WORKSHOP ON  
ADVANCE RECORDS MANAGEMENT AND RECORDS COUNTER DISASTER  
PREPAREDNESS AND BUSINESS CONTINUITY**

In reference to DA Memorandum dated September 21, 2022, regarding the Upcoming Seminar-Workshop on Advance Records Management and Records Counter Disaster Preparedness and Business Continuity (Annex "A"), the following personnel are hereby authorized to attend to the seminar-workshop on **November 21-25, 2022** in **Region IV-B**:

Name	Designation
Ms. Maria Theresa B. Oliveros	Supervising Administrative Officer, FAD
Ms. Madonna Bella C. Flavier	Administrative Officer IV, FAD

This activity shall be conducted in order to institute broader knowledge on how to determining systematic transfer of non-current records from the office storage area; identification and preservation of archival record; and disposal of valueless records. This further aims to minimize the unnecessary piling up of records and reduce the volume of records being kept in respective offices and to facilitate the retrieval of newly-created frequently-used records.

As such, travelling expenses and other incidental expenses are hereby authorized, chargeable against regular agency budget, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately.

  
**MYER G. MULA, Ph.D.**

Officer-in-Charge 



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