



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

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**SPECIAL ORDER**

No. 125

Series of 2022

**SUBJECT : DESIGNATION OF MS. MADONNA BELLA C. FLAVIER TO PERFORM THE FUNCTION OF ADMINISTRATIVE OFFICER V UNDER THE HUMAN RESOURCE SECTION OF THE FINANCE AND ADMINISTRATIVE DIVISION (FAD) OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA)**

In the exigency of the service and in view of the limited personnel in the Finance and Administrative Division, **Ms. MADONNA BELLA C. FLAVIER**, Administrative Officer IV, is hereby designated to perform the functions of the Administrative Officer V under the Human Resource Section of the Finance and Administrative Division of the FPA.

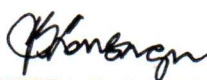
As such, she shall perform the overall administration of the Human Resource Section of the FAD under the supervision of the Chief Administrative Officer, to wit:

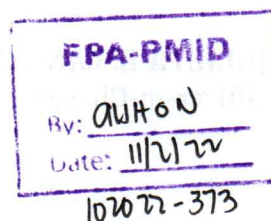
1. Review the appointment papers, notice of salary adjustments and other related personnel documents;
2. Supervises the safekeeping and updating of the personnel records, leaves of absences, performance ratings, salary adjustments, promotions, policies and procedures;
3. Assists in the implementation of civil service laws, rules and regulations, policies and procedures;
4. Submits periodic personnel reports and prepares plantilla of personnel;
5. Carries out administrative policies and decides on routine matters; and
6. Perform other functions that may be assigned by the immediate supervisor

She shall be entitled to communication allowance, travel allowance, per diems, and other incidental expenses that may be incurred in the performance of her functions, duties, and responsibilities, chargeable against the availability of funds, subject to the usual government accounting and auditing rules and regulations.

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

Done this 18<sup>th</sup> day of October 2022.

  
**JULIETA B. LANSANGAN**  
Officer-in-Charge



Management  
System  
ISO 9001:2015

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