



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, QC
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpa.central77@gmail.com | Website: http://fpa.da.gov.ph

SPECIAL ORDER

No. 124

Series of 2022

SUBJECT : DESIGNATION OF MS. RACHELLE D. ALMOITE TO PERFORM THE FUNCTION OF ADMINISTRATIVE OFFICER IV UNDER THE HUMAN RESOURCE SECTION, FINANCE AND ADMINISTRATIVE DIVISION OF FERTILIZER AND PESTICIDE AUTHORITY (FPA)

In the exigency of the service and in view of the limited personnel in the Finance and Administrative Division and with the authority granted by the CSC on August 22, 2022 to designate Level 1 to Level 2 position, **Ms. RACHELLE D. ALMOITE**, Administrative Assistant III, is hereby designated to perform the functions of Administrative Officer IV under the Human Resource Section, Finance and Administrative Division of FPA.

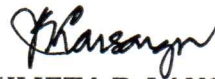
As such, she shall perform the following duties responsibilities under the Supervision of the Chief Administrative Officer of FAD, to wit:

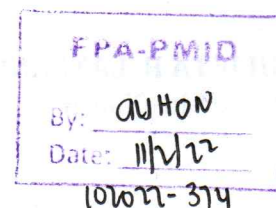
1. Assist in the preparation of Monthly Regular Payroll of Central and Field Offices;
2. Assist in the preparation of Monthly Remittances to GSIS;
3. Assist in the preparation of Monthly Remittances to Phil health/PAGIBIG/BIR;
4. Assist in the process of application and renewal of Fidelity bond to the BTR;
5. Process employee's application to Land Bank Salary Loan;
6. Prepare Minutes of the PSB Meeting/Interview & Deliberation;(Secretariat)
7. Assist in the preparation of Appointment papers for review of the HRMO;
8. Update and prepare Summary List of Leave Credit Balances;
9. Draft and prepare Special Order/s and other communication/s; and
10. Other duties that may be assigned by the supervisor.

She shall be entitled to 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 28th day of October 2022.


JULIETA B. LANSANGAN
Officer-in-Charge



Management
System
ISO 9001:2015

www.tuv.com
ID 9108651180

