



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

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OFFICE ORDER

NO. 8

Series of 2023

SUBJECT : REASSIGNMENT OF THREE (3) CONTRACT OF SERVICE (COS) PERSONNEL UNDER THE FINANCE AND ADMINISTRATIVE DIVISION (FAD) 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 of FPA, the following COS Personnel are hereby reassigned to perform duties and functions as follows:

Angelica N. Erasmo – Senior Administrative Assistant I

1. Processing of Central Officer Collections and Deposits
2. Coordinate and submit signed LDDAP-ADA/Check/Advice of LDDAP/Check to Landbank of the Philippines.
3. Preparation and Submission of the following reports:
 - a. Cash Receipt Records
 - b. Monthly receipts of collections and deposits
 - c. List of Collections
 - d. Daily reports of collection and deposits
 - e. Report of Accountability for Accountable Forms (RAAF).
4. Performs other tasks that may be assigned from time to time

Shiena Mae P. Ginez – Administrative Aide VI

1. Prepares Check/LDDAP/Advice of LDDAP/Check for approval
2. Prepares monthly reports of Checks Issued and Check Disbursement Records for submission to Accounting Section and COA.
3. Facilitates the release of checks to the payees/clienteles and secure the official receipts/acknowledgement receipt from the payee.
4. Preparation of Authority to Debit/Credit Account (Debit Memo) for Payroll.
5. Submission to the Commission on Audit the Report of Accountability for Accountable Forms (RAAF).
6. Submission to the Accounting, Budget and Commission on Audit the Report of Checks and Advices to Debit Account Disbursements Record (CkADADRec).
7. Submission to the Accounting, Budget and Commission on Audit the Report of Checks Issued (RCI) and Report of Advice to Debit Account Issued (RADAI).
8. Preparation of monthly report on VAT and EWT and issuance of BIR certificates.
9. Perform other related tasks that may be assigned from time to time.



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Dawn Illaine S. Reclenas – Accounting Clerk I

1. Preparation and posting of Collection Receipts Journal.
2. Submission of Report of Collections and Deposits of Central Office and Filed Office.
3. Preparation of report on Revenue Matrix.
4. Preparation of Order of Payment.
5. Maintenance of the Index of Payments
6. Perform other related tasks that may be assigned from time to time.

This Order shall take effect immediately and shall remain in force until revoked in writing.



JULIETA B. LANSANGAN

OIC, Executive Director

2/27/23