



Republic of the Philippines

Department of Agriculture

Fertilizer and Pesticide Authority

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July 25, 2023

OFFICE ORDER

No. 12

Series of 2023

SUBJECT: REASSIGNMENT OF TWO (2) 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:

Dawn Illaine S. Reclenas - 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 payee/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 of Audity the Report of Accountability for Accountable Form (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 of Audit the Report of Check 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 tasks that may be assigned from time to time.

Mary Ann B. Ballega - Administrative Assistant III

1. Preparation of posting of Collection Receipts Journal;
2. Submission of Report of Collections and Deposits of Central Office and Field Office;
3. Preparation of report on Revenue Matrix;
4. Preparation of Order of Payment;
5. Maintenance of the index of Payments;
6. Perform other 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 BALANSANGAN

Executive Director III



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