



Republic of the Philippines

Department of Agriculture

Fertilizer and Pesticide Authority

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June 9, 2023

SPECIAL ORDER

No. 62-117

Series of 2023

SUBJECT : AUTHORIZING THE FPA EMPLOYEES AND OTHER COS PERSONNEL TO ASSIST THE MONITORING AND INSPECTION TEAM (MIT) IN THE MONITORING AND INSPECTION OF THE DONATED UREA FERTILIZER FROM CHINA

In the interest of the service and to facilitate a continuous and smooth monitoring of the donated urea fertilizer from China, FPA permanent employees and other COS personnel as identified in the attached "**Annex A**" of this order are hereby instructed and directed to give full assistance and support to the MIT from June to July 2023.

Duties and Functions shall be:

1. Assist in the monitoring of unloading (port of entry)/loading (trucking) of donated fertilizer to ensure no deviation from the figures provided.
2. Prepares a monitoring report for the unloading and loading activities including structural damage or deviations found during the unloading and loading of donated fertilizer
3. Assist in the warehouse monitoring for the incoming and outgoing inventory of donated fertilizers. Records the total number of incoming and outgoing inventory.
4. Prepares a report with photo documentation on the actual number of incoming and outgoing inventory until all stocks are withdrawn from the warehouse.
5. Perform other tasks that may be assigned from time to time.

Working Arrangement and Schedule

1. Listed FPA employees and personnel shall adopt a ***situational flexible working arrangement as scheduled.***
2. They are authorized to render overtime services as necessary.
3. Working hours shall consist of a two (2) twelve-hour shifts (**see Annex A**).
4. They will simultaneously deploy in these stations, following the twelve-hour shifts: 1.) *Manila Harbor Port Center, Mel Lopez Blvd, Tondo Manila;* and 2) *NFA MFC 1 & 5, Malanday, Valenzuela City.*
5. A daily time record shall be maintained for all personnel assigned in this project.



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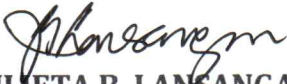


Benefits and Compensation

Concerned Employees and Personnel are entitled to the following benefits and compensation, subject to the existing accounting and auditing rules and regulations:

1. Compensatory overtime credit/overtime pay in accordance with the CSC-DBM Joint Circular No. 2 series of 2015
2. Night Shift Differential pay in accordance with R.A. 11701
3. Travelling expenses in accordance with E.O. No. 77
4. Transportation services from the FPA Central Office to respective stations, and back.
5. Other necessary expenses, subject to auditing and accounting rules and regulations.

This order shall take effect immediately unless otherwise revoked or amended.


JULIETA B. LANSANGAN
OIC, Executive Director



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