OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

APR 04 2017
CYRUS 01:57pm

March 20, 2017

SPECIAL ORDER
No. 348
Series of 2017

SUBJECT: AUTHORITY TO UNDERTAKE THE QUARTERLY ON-LINE SUBMISSION OF THE FY 2017 BUDGET FINANCIAL ACCOUNTABILITY REPORT (BFARs) THROUGH THE UNIFIED REPORTING SYSTEM (URS) OF THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM).

In the interest of service and in compliance to the DBM Circular Letter No. 2016-11 dated December 6, 2016, authority is hereby granted to all concerned personnel of the Department of Agriculture – Central Office, Regional Field Offices, and Staff Bureaus, to participate in the Quarterly On-line Submission of the CY 2017 Budget Financial Accountability Reports into the DBM website. This activity will be held at the 4th Floor Conference Room, DA New Building, scheduled as follows:

PERIOD COVERED	SCHEDULE DATE	HOST REGION
First Quarter	April 24 - 28 2017	Region III
Second Quarter	July 17 – 21, 2017	Region IVA
Third Quarter	October 16 – 20, 2017	Region IVB
Fourth Quarter	January 15 – 19, 2018	Central Office

The following personnel are authorize to attend:

OFFICE	PARTICIPANTS	NO.
Regional Field Units CAR, I-XIII	Budget Officers (2) and Accounting Staff (2)	60
Bureaus: ATI, BAI, BAR, BPI & BSWM	Budget Officers (2) and Accounting Staff (2)	20
Support Technical Staff		
Budget/Accounting Staff		18
ICTS Staff		3
Support Staff		9
TOTAL		**110**

You are further required to bring the following:

a. Financial Accountability Reports (FAR 1, FAR 1.a and FAR 1.b)
b. Laptop/extension cord

All expenses to be incurred during the duration of the on-line submission of reports including food and accommodation, supplies and materials shall be shouldered by the host regions as stated above, while travelling expenses (inclusive of travel time) will be charged to their respective offices.

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
In replying pls cite this code :
For Signature: S-03-17-0442