Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

May 28, 2018

SPECIAL ORDER NO. 645
Series of 2018

SUBJECT : **REASSIGNMENT OF Mr. ELIAS R. PANGANTIHON TO REGULATION DEPARTMENT- Visayas**

In the interest of the service, Mr. **ELIAS R. PANGANTIHON,** whose previous position as **SUGAR PRODUCTION AND REGULATION OFFICER III** was declared redundant under the new Sugar Regulatory Administration (SRA) Staffing Pattern, but is now comparably appointed as **SUPPLY OFFICER IV**, is hereby reassigned to **REGULATION DEPARTMENT- Visayas.**

He shall report directly to Mr. **WILFREDO R. MONARES**, and shall perform the following tasks, duties and responsibilities:

1. Analyze, prepare and consolidate recapitulation of weekly SMS reports, comparative report on raw/ refined sugar and molasses production, withdrawals and balances, partial report on National SMS Recap, monthly Bioethanol production report, and weekly bidded prices of sugar and molasses from Visayas for information and updates for the Chief SPRO, Manager III and for the Sugar Board
2. Analyze and consolidate Monthly Report of Liens and other statutory collections submitted by the Regulation Officers from Visayas for submission to Accounting Division and Internal Audit Department
3. Monitor and maintain records of Sugar Release Order/s (SROs) for proper validation of sugar withdrawals
4. Review and issue Shipping Permits for sugar originating from Visayas.
5. Assist in the conduct of periodic/ annual physical inventory of sugar and molasses stocks and consolidates inventory reports.
6. Substitute in the verification and signing of quedan-permits, molasses certificates, weekly production of sugar and molasses distribution reports and Sugar Release Orders (SROs), as the need arises.
7. Perform other duties and responsibilities that may be assigned from time to time.

The reassignment of Mr. PANGANTIHON is without prejudice to him being promoted/appointed to a new plantilla position under the new Organizational Strengthening currently implemented by SRA.

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

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
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