



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

SPECIAL ORDER

No. 435

Series of 2020

SUBJECT: ASSIGNMENT OF MS. DAECHEL DAR A. GRANADA TO THE OFFICE OF THE SECRETARY

In the exigency of service, **MS. DAECHEL DAR A. GRANADA**, Computer Programmer II of Information and Communications Technology Service (ICTS), shall render technical assistance to the Office of the Secretary.

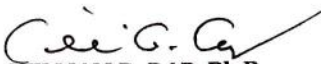
As such, she shall be on on- call at the OSEC and shall perform the following:

- Provide support to the Secretary and OSEC staff on computer operation;
- Work with the OSEC and ICTS staff to identify and deliver required PC service levels;
- Install, configure, test, maintain, monitor, and troubleshoot the OSEC computer hardware, networked peripheral devices, and networking;
- Where required, install, configure, test, maintain, monitor, and troubleshoot workstation software and networking software products;
- Perform on-site analysis, diagnosis, and resolution of complex PC problems for a variety of end users, and recommend and implement corrective hardware solutions, including off-site repair as needed;
- Monitor and test PC performance;
- Construct, install, and test customized configurations based on various platforms and operating systems;
- Perform other related duties and responsibilities, as needed.

As such, shall perform the functions, duties and responsibilities inherent to the designation and such others as instructed by the Secretary.

This Order shall take effect immediately and all orders and issuances inconsistent herewith are deemed revoked.

Done this 12 day of May 2020.


WILLIAM D. DAR, Ph.D.
Secretary



A food-secure Philippines

with prosperous farmers and fisherfolk

