



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

SPECIAL ORDER

No. 973

Series of 2021

SUBJECT: REASSIGNMENT OF MS. RONALYN R. MAYUGA, ADMINISTRATIVE ASSISTANT I FROM THE OFFICE OF THE EXECUTIVE DIRECTOR TO THE FINANCE AND ADMINISTRATIVE DIVISION, FERTILIZER AND PESTICIDE AUTHORITY

In the exigency of service and in view of the limited personnel in Accounting Section under the Finance and Administrative Division (FAD), **MS. RONALYN R. MAYUGA**, Administrative Assistant I from the Office of the Executive Director (OED) of Fertilizer and Pesticide Authority, is hereby **reassigned from the OED to FAD**.

As such, she shall perform the following duties and responsibilities under the supervision of Dr. Gina C. Tomimbang, Chief Administrative Officer of FAD, to wit:

1. Prepare Journal Entry Vouchers for disbursement claims;
2. Record transactions to the ADA and Check Disbursement Journal;
3. Check and verify the consistency of LDDAP disbursed amount with the Disbursement Journals;
4. Check the completeness of the DV supporting documents and validate the amount claimed;
5. Verify the correctness of the tax withheld;
6. Prepare LDDAP/ADA and Checks for all the disbursements;
7. Prepare all Financial Reports relative to the disbursements for submission to COA and Accounting; and
8. Perform other duties of a regular or special nature as may be assigned from time to time.

She shall be entitled to travel allowance, per diems, and other incidental expenses that may be incurred in the performance of her functions, duties, and responsibilities, chargeable against the FPA funds, subject to its availability and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 29th day of December 2021.

WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-12-21-0430
Received : 12/20/2021 09:44 AM

A food-secure and resilient Philippines

with empowered and prosperous farmers and fisherfolk

