



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

SPECIAL ORDER

NO. 19
Series of 2022

SUBJECT: CREATION OF FACT-FINDING COMMITTEE FOR THE LETTER COMPLAINT AGAINST MISS MA. ASUNCION B. SOTTO (MS. SOTTO), CHIEF, HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

In the interest of the service and to ensure proper conduct of investigation related to the anonymous letter complaint against Ms. Sotto alleging misconduct and taking of government resources for personal use, a Fact-Finding Committee is hereby created.

The Committee shall be composed of the following:

Chairperson: **ATTY. LORNA A. TUNGPALAN-LUGOD**
ATTY. III, Legal Service

Members: **ATTY. PAUL JERICK O. MALLARI**
ATTY. III, Legal Service

ATTY. OSANO P. PAREDES
ATTY. III, Legal Service

Secretariat: **MR. ROY DEXTER N. VILLARANDA**
Administrative Assistant VI, Legal Service

The Committee shall have the following authority and functions:

1. Gather facts and evidence or take testimony to ascertain truthfulness on the misconduct and taking of government resources for personal use in the HRDD;
2. Summon parties to a conference where the committee or its member may propound clarificatory and other relevant questions (if necessary);
3. Determine if a prima facie case exist to warrant the issuance of a formal charge;
4. Evaluate the facts and circumstances and submit its findings and recommendations to the Office of the Secretary through the Undersecretary for Administration and Finance within 30 days from the date of this Order.

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

Done this 14th day of January 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk*

