



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

SPECIAL ORDER

No. 238
Series of 2022

SUBJECT: DESIGNATION OF FAYE MER J. DELA CRUZ AND JUAN C. GIANAN, JR. AS LIAISON OFFICERS OF THE BUDGET DIVISION IN TRANSMITTING OFFICIAL DOCUMENTS TO AND FROM THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

In the exigency of service, **Ms. FAYE MER J. DELA CRUZ** and **Mr. JUAN C. GIANAN, Jr.** are hereby designated as **LIAISON OFFICERS** of the Budget Division, Central Office.

As such, they shall act as middlemen who 1.) coordinate issues/concerns and any clarifications raised by Department of Budget and Management (DBM) analysts on agency's requests; 2.) communicate queries of Regional Field Offices (RFOs), Bureaus, and Attached Agencies/Corporations regarding the status of their pending requests with DBM - OSEC and Bureau - E; and 3.) convey the need for additional documentary requirements and instructions from the analysts to the concerned RFOs, Bureaus and Attached Agencies/Corporations. All functions are usually done through phone calls for convenience while at DBM premises to avoid any miscommunications.

They are hereby authorized to claim actual travelling allowance and monthly communication allowance in the amount of Eight Hundred Pesos (Php 800.00) each per month as stated in S.O. No. 110 dated February 15, 2022, chargeable against OSEC funds subject to the existing government accounting and auditing rules and regulations.

All officials and employees of the Department, including its Regional Field Offices, Bureaus, Attached Agencies and Corporations are hereby advised to give their full support and cooperation to Ms. Dela Cruz and Mr. Gianan, Jr. in the performance of their duties and responsibilities.

This Order shall take effect retroactive January 3, 2022. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 21st day of March 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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