



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

SPECIAL ORDER

No. 341
Series of 2022

SUBJECT: AUTHORITY TO CONDUCT TRAINING/ROLLOUT ON THE IMPLEMENTATION OF CENTRALLY MANAGED MANUAL TEMPLATE TO VARIOUS OPERATING UNITS.

In the interest of service, the Budget Division – Financial Management Service (BD – FMS) is hereby authorized to conduct training/rollout on the implementation of centrally managed manual template to various operating units in Region VI on May 23-27, 2022.

This training aims to assist various operating units in preparing their manual template. It also aims to:

- Guide the Operating Units in using the Centrally managed manual template (Google Sheets);
- Assist the Operating Units in the generation of:
 - a. various reports (Monthly and Quarterly Financial Reports)
 - b. real time budgetary reports
- Assist the Operating Units in the submission of budgetary reports on time.

The following operating units are hereby authorized to attend and participate in the activity:

Operating Unit / Office	Number of Participants
Agricultural Training Institute	2
Bureau of Animal Industry	2
Bureau of Agricultural Research	2
Bureau of Plant Industry	2
Bureau of Soils and Water Management	2
Bureau of Agricultural and Fisheries Engineering	2
Philippine Rubber Research Institute	2
Regional Field Office - I	2
Regional Field Office - CAR	2
Regional Field Office - II	2
Regional Field Office - III	3*
Regional Field Office - IVA	3*
Regional Field Office - IVB	2
Regional Field Office - V	2
Regional Field Office - VI	3*

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Operating Unit / Office	Number of Participants
Regional Field Office - VII	2
Regional Field Office - VIII	2
Regional Field Office - IX	2
Regional Field Office - X	2
Regional Field Office - XI	3*
Regional Field Office - XII	2
Regional Field Office - XIII	2
Central Office - Office of the Director, FMS	2
1. Director Miriam C. Cornelio	
2. Marinel G. Cabuyadao	
Central Office Budget Staff	6
1. Sylvia L. Rellosa	
2. Edna S. Camacho	
3. Irene Katherine C. Palma	
4. Maria Elizalyn S. Morales	
5. France Camille C. Gregorio	
6. Isaac Joseph C. Mendevil	
Central Office - IT Personnel	2
1. Crisaldo P. Abadilla	
2. Wecky S. Malla	
Regional Field Office - VI Secretariat	2
Regional Field Office - VI Support Staff	5
TOTAL	65

*with 1 PRDP Representative

Each participant is required to bring a laptop and must have a working knowledge of MS Excel and/or google sheets. The participants must also bring a soft copy of their existing manual controls and must have gmail accounts.

Food and accommodation to be incurred in the conduct of this activity shall be charged against DA Regional Field Office VI while plane fare and per diem of the participants shall be charged against their respective agencies' funds subject to the process as prescribed in RA 9184 and the existing accounting and auditing rules and regulations.

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

Done this 28th day of April 2022.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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