



SPECIAL ORDER

No. 415
Series of 2022

SUBJECT : AUTHORITY TO CONDUCT AND PARTICIPATE IN THE MID-YEAR ASSESSMENT OF THE ADMINISTRATIVE SERVICE WITH THE THEME "FY 2021 PERFORMANCE ASSESSMENT AND DISCUSSION OF TARGETS FOR FY 2022 FOCUSING ON THE TRANSITION TO THE NEW ADMINISTRATION"

In the best interest of the service, the Administrative Service is hereby authorized to conduct its **Mid-Year Assessment** entitled "FY 2021 Performance Assessment and Discussion of Targets for FY 2022 focusing on the transition to the New Administration" in **Region IV-A** on **May 30 to June 1, 2022**.

The activity aims to assess the programs and projects conducted by the Administrative Service and its divisions for FY 2021, as well as discuss the targets and strategize plans for FY 2022 activities prioritizing the transition to the new administration.

In light with this, the following personnel of DA Offices are allowed to attend the workshop:

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE
1. Undersecretary ROLDAN G. GORGONIO
OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION
1. Atty. JANE C. BACAYO, Ceso III
OFFICE OF THE DIRECTOR FOR ADMININSTRATIVE SERVICE (ADMIN-OD)
1. Atty. ABRAHAM P. GUIAO
2. Ms. ANA MARIA DT. GUATNO
3. Ms. ANNABELLE T. EDANG
4. Atty. RODRIGO E. MELCHOR Jr.
5. Ms. MEIKI JELL R. MERLIN
6. Mr. JOHN BENEDICT N. CARPIO
7. Ms. FRANCES PAMELA R. REYES
8. Ms. MELANIE N. DE LEON
9. Ms. JAMELLE ROSE L. CABRERA - INDEFENSO
10. Ms. MA. PAULA JOYCE D. BENAVIDEZ
11. Mr. RICHARD D. CASTILLO
RECORDS DIVISION
1. Ms. SCILLA H. LEGASPI
2. Ms. JHONALYN R. MOYA
AGRICULTURE AND FISHERIES INFORMATION DIVISION (AFID)
1. Ms. CHERYL C. SUAREZ
2. Ms. JOAN GRACE B. PERA





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OFFICE OF THE SECRETARY
Elliptical Road, Diliman
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3. Ms. ABIGAIL E. ALTOVEROS
GENERAL SERVICES DIVISION (GSD)
1. Ms. SUSAN L. DEL ROSARIO
2. Mr. RITCHIE S. ESPIRITU
3. Mr. PATRICK M. VILLAFUERTE
4. Arch. MARLON S. MANABAT
PERSONNEL DIVISION
1. Ms. JESSAMIN B. ARANAS
2. Ms. ROSEMARIE Z. GO
3. Ms. FAITH C. SOLIGUEN
4. Ms. GISELLE ANNE P. GATCHO
HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)
1. Mr. RONALD C. PAMITTAN
2. Mr. AGUSTIN M. MANGANIP Jr.
3. Mr. JOHN ROMMEL C. LOPEZ
4. Ms. CLOTILDE PAZ S. MAMON
PROCUREMENT DIVISION
1. Atty. MELINDA D. DEYTO
2. Mr. YORAM S. LOPEZ
3. Ms. JEODITH T. DIYAN
4. Ms. LEAH KATRINA C. MONSANTO
5. Mr. PAUL JOHN A. LANUZA
PARTICIPANT/S FROM OTHER OFFICES
1. Mr. JAN MIGUEL T. MANUEL
9 SUPPORT STAFF

Expenses to be incurred in the conduct of this activity including food and accommodation expenses, shall be chargeable against GASS funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations. Traveling expenses and per diem of the participants shall be charged against the funds of their respective offices.

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

Done this 25th day of May 2022.

WILLIAM D. DAR, Ph.D.
Secretary

A food-secure and resilient Philippines

with empowered and prosperous farmers and fisherfolk

