



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

SPECIAL ORDER

No. 662

Series of 2022

SUBJECT: REASSIGNMENT OF PHILIPPINE RICE RESEARCH INSTITUTE (PHILRICE) PERSONNEL TO THE INVESTMENT PROGRAMMING DIVISION, PLANNING AND MONITORING SERVICE

In the interest of service, **Ms. ANGEL MAE L. CONDA**, Science Research Specialist I from PhilRice, is hereby reassigned on full-time basis to the Investment Programming Division (IPD) of the Planning and Monitoring Service (PMS).

Ms. Conda shall provide assistance in fulfilling the functions of IPD, which includes the preparation of Investment Program and prioritization activities of the Department of Agriculture. Specifically, she shall:

- 1) Assists in the preparation and review of Public Investment Program;
- 2) Assists in the preparation and review of Three-year Rolling Infrastructure Program;
- 3) Assists in the preparation of documents/technical inputs requested by DA operating units to oversight agencies, various clusters and other technical working groups;
- 4) Prepares communication letters for purposes of providing information, response, and other action undertaken;
- 5) Coordinates closely with regional agency counterparts;
- 6) Updates data on selected agricultural statistics for urgent references;
- 7) Attends/participates in meetings/workshops as instructed; and
- 8) Performs other functions, which may be assigned from time to time.

She shall be authorized to collect traveling expenses and per diems while on official travel chargeable to PMS funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and will remain in force until revoked.

Done this 15th day of September, 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-PMS-SO20220909-00015