



SPECIAL ORDER

No. 945
Series of 2022

SUBJECT: REASSIGNMENT OF MS. VANESSA C. ABUNDO, ADMINISTRATIVE OFFICER I, FROM THE DA- REGIONAL FIELD OFFICE IV-A TO THE GENERAL SERVICES DIVISION - CASH AND DISBURSEMENT SECTION

In the interest of service, **MS. VANESSA C. ABUNDO**, Administrative Officer I from the DA-Regional Field Office IV-A, is hereby reassigned to the General Services Division - Cash and Disbursement Section.

As such, she shall perform the following tasks and responsibilities under the General Services Division - Cash and Disbursement Section:

1. Prepare Report of Advice to Debit Account Issued (RADAI) of Fund 101 and other funds;
2. Prepare Advice of Checks Issued and Cancelled (ACIC) for MDS accounts; and
3. Perform other related tasks and responsibilities as assigned by the immediate supervisor.

All expenses that may be incurred in the performance of her duties and responsibilities such as travelling, per diems, and other incidental expenses shall be chargeable against DA-OSEC funds, subject to usual government accounting and auditing rules and regulations.

This Order shall take effect immediately. All orders inconsistent herewith are deemed revoked.

Done this 28th day of October 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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