



SPECIAL ORDER

No. 1155
Series of 2022

SUBJECT: AUTHORITY TO CONDUCT PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) AND UPDATES ON THE IMPLEMENTATION OF CENTRALLY MANAGED MANUAL TEMPLATE TO OPERATING UNIT

In the interest of service, the Budget Division – Financial Management Service (BD – FMS) is hereby authorized to conduct a preparation of Financial Accountability Reports (FARs) for 4th Quarter and updates on the implementation of Centrally Managed Manual Template to Operating Units in Region VII on January 16-20, 2023.

This activity aims to assist various operating units in preparing the Financial Accountability Reports (FARs). It also aims to:

- Consolidates Financial Accountability Reports of the Department of Agriculture – Office of the Secretary for 4th Quarter.
- Guide the Operating Units in using the updated Centrally managed manual template (Google Sheets)
- Assist the Operating Units in the generation of Monthly and Quarterly Financial Reports using the updated Centrally managed manual template.
- 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
All Department Bureaus (ATI, BAFE, BAI, BAR, BPI, BSWM, PRRI)	28 2 Budget Staff and 2 Accounting Staff each
All Regional Field Offices (RFOs I, CAR, II, *III, *IVA, IVB, V, *VI, VII, VIII, IX, X, *XI, XII, XIII)	64 2 Budget Staff, 2 Accounting Staff and *1 PRDP Representative (if any) each
Central Office - Office of the OIC Director, FMS	2
Central Office Budget Staff	8
Central Office Accounting Staff	6
Central Office - IT Personnel	2
Regional Field Office - VII Secretariat	2
Regional Field Office – VII Support Staff	3
TOTAL	115

Food and accommodation to be incurred in the conduct of this activity shall be charged against DA Regional Field Office VII 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 21st day of December 2022.


DOMINGO F. PANGANIBAN
Undersecretary



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