



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

**SPECIAL ORDER**

No. 1176

Series of 2022

**SUBJECT : DESIGNATION OF MS. RACHELLE D. ALMOITE TO PERFORM THE FUNCTION OF ADMINISTRATIVE OFFICER IV UNDER THE HUMAN RESOURCE SECTION, FINANCE AND ADMINISTRATIVE DIVISION OF FERTILIZER AND PESTICIDE AUTHORITY (FPA)**

In the exigency of the service and in view of the limited personnel in the Finance and Administrative Division, **Ms. RACHELLE D. ALMOITE**, Administrative Officer II, is hereby designated to perform the functions of Administrative Officer IV under the Human Resource Section, Finance and Administrative Division of FPA.

As such, she shall perform the following duties responsibilities under the Supervision of the Chief Administrative Officer of FAD, to wit:

1. Assist in the preparation of Monthly Regular Payroll of Central and Field Offices;
2. Assist in the preparation of Monthly Remittances to GSIS;
3. Assist in the preparation of Monthly Remittances to Phil health/PAGIBIG/BIR;
4. Assist in the process of application and renewal of Fidelity bond to the BTR;
5. Process employee's application to Land Bank Salary Loan;
6. Prepare Minutes of the PSB Meeting/Interview & Deliberation;(Secretariat)
7. Assist in the preparation of Appointment papers for review of the HRMO;
8. Update and prepare Summary List of Leave Credit Balances;
9. Draft and prepare Special Order/s and other communication/s; and
10. Other duties that may be assigned by the supervisor.

She shall be entitled to travel allowance, per diems, and other incidental expenses that may be incurred in the performance of her functions, duties, and responsibilities, chargeable against the availability of funds, subject to the usual government accounting and auditing rules and regulations.

This designation shall take effect immediately upon receipt hereof by Ms. Almoite and shall remain valid for a period of one (1) year unless otherwise earlier revoked by the undersigned.

All orders and memoranda inconsistent herewith are deemed revoked.

Done this 20th day of December 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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