



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

**SPECIAL ORDER**

No. 177

Series of 2022

**SUBJECT : DESIGNATION OF MS. RONALYN R. MAYUGA AS ADMINISTRATIVE OFFICER I UNDER THE CASHIER 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 and with the authority granted by the CSC on August 22, 2022 to designate Level 1 to Level 2 position, **Ms. RONALYN R. MAYUGA**, Administrative Assistant I, is hereby designated as Administrative Officer I under the Cashier Unit, 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. Issue Official Receipts (ORs) to clientele;
2. Encode and prepare daily collection reports with corresponding deposit slips;
3. Deposit daily collection to the Land Bank of the Philippines;
4. Prepare monthly report of collections and deposits for submission to the Btr and Accounting Section;
5. Prepare monthly report of accountability for accountable officers;
6. Consolidate issued ORs/List of Collections/Order of Payment for submission to the Accounting Section;
7. Check if the DV is duly approved and validate the amount claimed;
8. Verify the correctness of the tax withheld;
9. Prepare LDDAP/ADA and Checks for all the disbursements;
10. Prepare all Financial Reports relative to the disbursements for submission to COA and Accounting; and
11. Perform other duties of a regular or special nature as may be assigned from time to time.

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. Mayuga 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 24th day of December 2022.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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