



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

SPECIAL ORDER

No. 757
Series of 2023

SUBJECT: DESIGNATION OF MS. RONALYN R. MAYUGA AS ASSISTANT SECTION CHIEF OF THE BUDGET SECTION OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA)

In the exigency of the service and in view of the limited personnel in the Budget Section of the Finance and Administrative Division, Ms. RONALYN R. MAYUGA, Administrative Officer I of General Services Section, is hereby designated as Assistant Section Chief of the Budget Section of the FPA.

As such, she shall perform the following functions, duties and responsibilities inherent to the designation and such others as may be directed by the Chief Administrative Officer of the Finance and Administrative Division:

1. Review the correctness and appropriateness of all disbursement including the completeness of supporting documents to the claims;
2. Maintain Registries of Allotment, Obligations and Disbursement per Program/Activities/Projects (PAP) and Object Class;
3. Assist in the preparation of Agency Budget Proposal and Reports;
4. Assist in reviewing Purchase Requests and Project Procurement Management Plan (PPMP) submitted by Divisions/Field Units; and
5. Perform other functions that may be assigned by the immediate supervisor.

She is entitled to travelling expenses, and other incidental expenses that may be incurred in the performance of her duties and responsibilities as designated, chargeable against the FPA funds, subject to the existing government accounting and auditing rules and procedures.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuance inconsistent herewith are deemed revoked.

Done this 27th day of March, 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary



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