



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

SPECIAL ORDER

No. 502

Series of 2023

SUBJECT: DESIGNATION OF ATTY. ARMANDO R. CROBALDE JR. AS LEGAL OFFICER, OFFICE OF THE SECRETARY, DEPARTMENT OF AGRICULTURE

In the interest of service, **ATTY. ARMANDO R. CROBALDE JR.**, Director IV, is hereby designated as **LEGAL OFFICER, OFFICE OF THE SECRETARY, DEPARTMENT OF AGRICULTURE**.

As such, he shall perform the following functions, duties and responsibilities:

- Provide advice on legal and administrative issues;
- Assist in the development of guidelines, policies, procedures;
- Analyze and review legal agreements, legislation and documents for the Senior Undersecretary;
- Ensure compliance with laid down guidelines, policies and procedures; investigate issues of non-compliance as may be required;
- Review and advice management on legal implications of internal policies and procedures;
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements; and
- Perform other duties as may be assigned by the Senior Undersecretary and the Secretary.

He is entitled to travelling expense, per diem and incidental expenses that may be incurred in the performance of his functions, duties and responsibilities, chargeable against DA-OSEC funds, subject to existing accounting and auditing rules and regulations.

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

Done this 2nd day of May 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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