



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

SPECIAL ORDER

No. 588
Series of 2023

SUBJECT: AUTHORITY TO CONDUCT RECONCILIATION OF ACCOUNT BALANCES WITH PS-DBM

In the interest of service, the following personnel of the Department of Agriculture – Central Office (DA-CO) are hereby authorized to conduct reconciliation of account balances with the Procurement Service-Department of Budget and Management (PS-DBM):

Personnel	Position	Office
1. Nelson E. Vagilidad	Accountant III	Accounting Division
2. Maria Anelie A. Laurente	Administrative Officer IV	Accounting Division
3. Nida S. Firmacion	Administrative Aide I	General Services Division
4. Maribel P. Berjes	Administrative Assistant V	General Services Division

As such, the aforementioned personnel shall be relieved from their regular duties and responsibilities to perform the following functions and tasks on full-time basis:

1. Conduct reconciliation of accounts/records with the PS-DBM;
2. Review/check consistency, accuracy, and completeness, including discrepancies of accounts/records;
3. Correct/rectify discrepancies on account balances; and
4. Submit Reconciliation Report to the Accounting Division.

All expenses that may be incurred in the performance of their duties and responsibilities such as food allowance and other incidental expenses shall be chargeable against DA-OSEC funds, subject to usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in full force until August 31, 2023 or until the completion of the undertaking. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 15th day of May 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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