



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

SPECIAL ORDER

No. 641

Series of 2023

SUBJECT : DESIGNATION OF MR. PATRICK M. VILLAFUERTE, ADMINISTRATIVE OFFICER II, AS OFFICIAL DISPATCHING OFFICER OF THE GENERAL SERVICES DIVISION

In the interest of service, **MR. PATRICK M. VILLAFUERTE** is hereby designated as Official Dispatching Officer of the General Services Division (GSD), in addition to his regular functions as GSD Administrative Officer II.

As such, Mr. Villafuerte is hereby directed to perform the following functions as designated official dispatching officer of the GSD:

1. Receive and file Request Form for motor vehicles;
2. Prepare Daily Trip Tickets based on requests of motor vehicles from different offices/units within DA Central Office, including Weekly Trip Tickets of DA officials;
3. Assign and dispatch official drivers as per approved Travel Order;
4. Require official driver to submit motor vehicle checklist before and after official travel;
5. Ensure equal distribution of workload/driving services among GSD official drivers;
6. Submit Monthly Monitoring Report on Drivers' Workload to the immediate supervisor; and
7. Perform other related functions as may be assigned by the immediate supervisor.

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

Done this 25th day of May 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AS-SO20230523-00118