



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

**SPECIAL ORDER**

No. 677  
Series of 2023

**SUBJECT : TRANSFER OF MANAGEMENT OF DA FACILITIES**

In the interest of service, and in line with the function of the DA General Services Division (DA GSD) based on the approved DA Handbook on the Systems and Procedures dated January 2019, which is management of the dormitories and conference rooms, the management of the following DA facilities is hereby transferred/placed under DA GSD:

Facility	From	To
a. Conference Rooms Nos. 1&2 4 <sup>th</sup> Floor New Building	Office of the Secretary	General Services Division
b. Conference Room 2 <sup>nd</sup> Floor New Building	Office of the Secretary	General Services Division
c. DA Central Office Dormitories	Office of the Secretary	General Services Division

As such, the DA GSD as in-charge of the subject DA facilities shall perform the following functions:

- Receive request for reservation of dormitories and conference rooms;
- Inspect and check the availability of said facilities;
- Evaluate and approve the use of the subject DA facilities; and
- Maintain the orderliness and cleanliness, including maintenance of said facilities.

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 14 day of June 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-OSEC-SO20230522-00299