



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

SPECIAL ORDER

No. 763

Series of 2023

SUBJECT : COMPOSITION OF THE DA-CENTRAL OFFICE CLAIMS BOARD (DCCB)

In the interest of the service and in view of the change of officials and in accordance with Section 5.2 of the General Memorandum Order (GMO) No. 01, Series of 2019, "2019 Amended Rules on the Legal Defense Fund", the following officials shall compose the DA-Central Office Claims Board (DCCB):

Chairperson : Undersecretary for Administration and Finance

Co-Chairperson : Assistant Secretary for Administration

Vice-Chairperson : Director, Legal Service

Members : Director, Administrative Service

Director, Financial and Management Service

President, DAEA-Central Office

Likewise, Section 5.3 of GMO No. 01, series of 2019 provides for the duties and responsibilities of the DCCB, to wit:

1. Decide all claims against the Legal Defense Fund;
2. Determine the initial and continuing eligibility of the covered official or employee;
3. Determine if availment amount is within the prescribed limits and if the legal expense is allowed;
4. Monitor status of the Legal Defense Fund;
5. Coordinate with offices and agencies to ensure the timely release of financial assistance through the Legal Defense Fund;
6. Ensure compliance with the requirements of DBM National Budget Circular No. 566 dated December 15, 2016, as well as the provisions of this General Memorandum Order; and
7. Perform such other task as may be required by the Secretary necessary for the proper use and availment of the Legal Defense Fund.

In compliance with Section 6 of the same GMO, the DCCB Secretariat shall be composed of the following:

Head : ATTY. ABRAHAM P. GUIAO
Legal Service



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Assistant Head : MS. LOLITA M. JAMELA
Accounting Division

Members : MR. MARIUS ERWIN CELINO
Legal Service

ATTY. MARY ANNE M. PASION
Legal Service

MR. ELVIN RAY C. SABULARSE
Accounting Division

MR. NOEL G. DATO
Accounting Division

Section 6.3 likewise provides for the duties and responsibilities of the DCCB Secretariat, to wit:

1. Receive all claim applications of action of the Legal Defense Fund Claims Board;
2. Review completeness of the documents submitted in support of claim applications;
3. Prepare letters, memorandum, order requesting claimants to submit lacking documents. The head of the secretariat shall sign the correspondence requesting submission of requirements;
4. Prepare draft Resolutions recommending the approval or disapproval of claim applications for the Board's final action/decision and signature;
5. Prepare minutes of the Board's regular and special meetings;
6. Coordinate and schedule the Board's regular and special meetings; and
7. Repository of all records pertaining to the DA Legal Defense Fund.

They are entitled to travelling expenses, per diems and incidental expenses that may be incurred in the performance of their duties and responsibilities as designated, chargeable against OSEC funds, subject to 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 22nd day of June 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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