



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

**SPECIAL ORDER**

No. 801

Series of 2023

**SUBJECT : CREATION OF FUND TRANSFER IMPLEMENTATION AND MONITORING  
TEAM IN THE DA-CENTRAL OFFICE**

In the exigency of service and to ensure efficient and effective monitoring of sub-projects funded by the Department of Agriculture-Office of the Secretary-Central Office (DA-OSEC-CO) through fund transfers with Implementing Agencies (IAs) and Non-Government Organizations/Peoples' Organizations (NGOs/POs), the Fund Transfer Implementation and Monitoring Team to be directly supervised by the Assistant Secretary for Finance and assisted by the Director of the Financial Management Service (FMS) is hereby created with the following composition:

Team Leader: **Lolita M. Jamela**, OIC-Chief, Accounting Division (FMS-AD)

Alternate Team **Noel G. Dato**, OIC-Assistant Chief, Accounting Division (FMS-AD)  
Leader:

Assistant Team **Nelson E. Vagilidad**, Chief, Bookkeeping and Analysis  
Leader: Section-FMS-AD

Team Members: Representative/s from the Program/Project Management Office  
tasked to monitor the sub-projects

All Accounting Division Staff (FMS-AD)

The Fund Transfer Implementation and Monitoring Team (FTIMT) will provide technical assistance in the liquidation of the sub-projects funded through fund transfers and will conduct a meeting at least once a year and whenever it deems necessary. Its main tasks are as follows:

- a. Closely coordinate and conduct regular periodic verification and reconciliation of funds transferred and settle the unreconciled difference;
- b. Coordinate with the Implementing Agencies/Non-Government Organizations/People's Organizations (IAs/NGOs/POs) and reconcile the difference between the agency books and/or confirmation replies and for funds already utilized;

- c. Inspect the Books of Accounts and related financial documents of the IAs/NGOs/POs relevant to the sub-project/s;
- d. Provide policy advice and support to the project/s, including the review of the progress and overall project/s' outputs;
- e. Initiate the development of management tools in the assessment of fund transfers with outstanding balances; and
- f. Perform technical oversight, project coordination, and other functions as may be needed for the sub-project/s.

The FTIMT Members are authorized to conduct field monitoring activities nationwide subject to limitations set under Administrative Order No. 02 (s. 2019). All expenses to be incurred by the team in the performance of its tasks such as traveling and incidental expenses shall be charged against their respective offices, including expenses for meetings, training/workshops, and other related expenses shall be charged against the funds of FPMA or operational funds allocated to their mother unit/s, subject to availability of funds and the usual government procurement laws, accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force unless revoked in writing.

Signed on this 4th day of July 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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