



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1065  
Series of 2023

**SUBJECT : DESIGNATION OF MS. SUSAN L. DEL ROSARIO AS THE DOCUMENT CONTROLLER OF THE DA-CENTRAL OFFICE**

In the interest of the service and in compliance with the requirements of the Control of Documented Information for the Quality Management System, **MS. SUSAN L. DEL ROSARIO** is designated as the **DOCUMENT CONTROLLER** of the DA Central Office in concurrent capacity as the Chief Administrative Officer, Records Division and other designations.

As Document Controller, she shall perform the following duties and responsibilities:

1. Responsible for the maintenance and implementation of procedure on the control of documented information.
2. Responsible for the control and maintenance of the management system documents including issuance, revision and distribution.
3. Ensure that all QMS documents are properly identified, updated, approved and made available at relevant areas for use.

All expenses that may be incurred in the performance of her duties and responsibilities such as traveling and incidental expenses as well as per diem shall be charged against OSEC funds and other available funds, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All other orders, memoranda, and issuances inconsistent are deemed necessary.

Done this 30th day of August 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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