



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

NO. 928

Series of 2023

**SUBJECT: CREATION OF FACT FINDING COMMITTEE FOR THE COMPLAINT FILED FOR NON-PAYMENT OF DA RFO XII TO DO'S ASIA CHEMICAL TRADING CORPORATION**

In the interest of the service and to ensure proper conduct of investigation related to the demand letter filed by Do's Asia Chemical Trading Corporation to the Department of Agriculture Regional Field Office XII and the request of Director Sailila E. Abdula to conduct investigation relating to the demand letter, a Fact-Finding Committee is hereby created.

The Committee shall be composed of the following:

**Chairperson** : **ATTY. WILLIE ANN M. ANGSİY**  
Director IV, Legal Service

**Members** : **ATTY. OSANO P. PAREDES**  
Attorney III, Legal Service

**ATTY. PAUL JERICK MALLARI**  
Attorney III, Legal Service

**Secretariat** : **LITIGATION AND ADJUDICATION DIVISION STAFF**

The Committee shall have the following authority and functions:

1. Gather facts and evidence or take testimony to ascertain the truthfulness of the allegations mentioned in the complaint;
2. Summon parties to a conference where the committee or its member may propound clarificatory and other relevant questions (if necessary);
3. Take testimony or evidence relevant to the investigation by *subpoena ad testificandum* and *subpoena duces tecum*, and to do such other acts necessary and incidental to its mandate.
4. Determine if a prima facie case exists and recommend the issuance of a formal charge;
5. Evaluate the facts and circumstances and submit its findings and recommendations to the Office of the Secretary within 30 days from the date of this Order.

The Secretariat shall have the following duties and responsibilities:

1. The Secretariat shall assist the members in conducting the investigation;
2. Draft letters/memorandum/order necessary in the conduct of investigation;

3. The Secretariat shall record and draft the minutes of the meeting or investigation;
4. Conduct research relevant to the case; and
5. Other instructions of the Committee Members as related to the case.

All expenses to be incurred in the conduct of investigation including travelling expenses, per diem of the committee members, and other related expenses shall be charged against the DA OSEC funds, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until the findings and recommendations of the Committee is submitted to the Office of the Secretary. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 1st day of August 2023.

**DOMINGO E. PANGANIBAN**  
Senior Undersecretary *12*



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