



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 114
Series of 2023

SUBJECT : DESIGNATION OF MR. ISAAC JOSEPH C. MENDEVIL AS BUDGET OFFICER OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT-NATIONAL PROJECT COORDINATION OFFICE (PRDP-NPCO)

In the exigency of service and in order to facilitate the various functions and activities of the Budget Unit of the PRDP-NPCO, **MR. ISAAC JOSEPH C. MENDEVIL**, Administrative Officer IV of Budget Division, DA-Central Office, is hereby designated as **Budget Officer** in concurrent capacity with his regular functions, duties and responsibilities.

As such, he shall perform the following functions, duties and responsibilities:

1. Review the Obligation Request Status (ORS) of PRDP transactions as to appropriate funding source and registry.
2. Prepare, review and consolidate the Financial Accountability Reports (FAR 1, FAR 1A and FAR 1B) to be submitted to DBM and COA.
3. Prepare and review the Statement of Comparison of Budget and Actual Amount (SCBAA) to be submitted to the Accounting Division.
4. Prepare and review the monthly and quarterly report per PRDP Component to be submitted to the PRDP Finance Unit.
5. Prepare the Utilization Report, COA Report and all other financial reports of the PRDP.
6. Provide inputs for integration in the activity plan during meeting and workshop.

He is entitled to travelling expense, per diems and incidental expenses that may be incurred in the performance of his duties and responsibilities as designated and an honorarium not exceeding 25% of his annual basic salary pursuant to DBM Budget Circular No. 2007-2, chargeable against PRDP-NPCO funds, subject to existing 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 15th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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