



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

No. 1472

Series of 2023

**SUBJECT : DELINEATION OF DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE ACCOUNTING DIVISION – CENTRAL OFFICE**

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In the exigency of service and to ensure the continuous and effective delivery of government services, the duties and responsibilities of the employees in the Accounting Division – Central Office are delineated as follows:

**LOLITA M. JAMELA**, Accountant IV, as Officer-In-Charge (OIC) - Chief Accountant. She is authorized to sign all transactions and documents related to accounting matters.

**NOEL G. DATO**, Accountant III, as Officer-In-Charge (OIC), Assistant Chief Accountant. He is authorized to sign Disbursement Vouchers (DVs) up to five million pesos (P5,000,000.00), Liquidation Reports (LRs) and List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADAs) regardless of the amount in the absence of the designated Chief Accountant and such other functions inherent to the designation.

**ELVIN RAY C. SABULARSE**, Accountant III, Chief of Disbursement and Analysis Section. He is authorized to sign Disbursement Vouchers under “Box C” for transactions amounting to not more than Two Hundred Thousand Pesos (P200,000.00). He is authorized to sign List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADAs) regardless of the amount in the absence of the designated Chief and Assistant Chief Accountant.

**NELSON E. VAGILIDAD** Accountant III, Chief, Bookkeeping and Analysis Section. He is authorized to sign List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADAs) regardless of the amount in the absence of the designated Chief and Assistant Chief Accountant.

**CATHYREN C. FORMANEZ**, Accountant II, as Officer-in-Charge (OIC), Chief, Consolidation and Analysis Section.

As such, they shall perform the functions, duties, and responsibilities inherent to their designations and such others as directed by their superiors.




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They are entitled to traveling expense, per diem, incidental expenses, remunerations and other allowances and further, Ms. Jamela is entitled to RATA, subject to existing accounting and auditing rules and regulations.

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

Done this 7<sup>th</sup> day of December 2023.

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



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