

**SPECIAL ORDER**

No. 25

Series of 2024

**SUBJECT: AUTHORITY TO CONDUCT PART I - FINANCIAL REVIEW AND ANALYSIS OF THE YEAR-END FINANCIAL EVALUATION AND ASSESSMENT FOR FY 2023**

In the interest of the service, the Accounting Division of the Financial and Management Service (FMS), DA-Central Office (DA-CO), is hereby authorized to conduct a blended (on-site and virtual) **"Part I of FY 2023 Year-End Financial Evaluation and Assessment"** to be attended by DA-OSEC Operating Units on the following schedule and venue:

Activity	Date	Venue
<b>PART I. Year-End Financial Review and Assessment for OSEC</b>	January 15-19, 22-26, 29-February 2 and 5-9, 2024	Central Office (blended)

This activity aims to:

- Review and evaluate the FY 2023 Financial Statements (FS) and Schedules to Notes to FS of the Operating Units (OUs);
- Review of Updated FY 2022 Agency Action Plan and Status of Implementation (AAPSI) of the OUs; and
- Assess the Profiles of Fund Transfers and Notice of Suspensions/Disallowances/Charges.

Participants from the following offices are hereby authorized to attend:

Activity/Offices	Participants
<b>PART I. YEAR-END FINANCIAL REVIEW AND ASSESSMENT</b>	<b>106</b>
<b>Online Participants:</b>	<b>81</b>
- Regional Offices (CARFO, RFOs 1-13) Chief of Accounting Unit and Staff (4 pax per Office)	
- Staff Bureaus (ATI, BAI, BAR, BPI, BSWM, PRRI, BAFE) Chief of Accounting Division/Unit and Staffs (3 pax per Office)	

Activity/Offices	Participants
<b>Onsite Participants:</b> <ul style="list-style-type: none"> <li>- Office of the Undersecretary for Finance (2)</li> <li>- Office of the Assistant Secretary for Finance (3)</li> <li>- Office of the Director for Financial and Management Services (2)</li> <li>- Department Chief Accountant (1)</li> <li>- Accounting Technical Support Staff (15)</li> <li>- ICTS Support Staff (2)</li> </ul>	25

Expenses to be incurred during the activity such as food and other incidental expenses shall be charged against the funds of DA-OSEC-CO, while food expenses of participants who are not required to be on-site shall be charged against the funds of their respective offices, subject to existing budgeting, accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9<sup>th</sup> day of JANUARY 2024.

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



DA-CO-FMS-BRF20231222-00242