



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**  
 No. 643  
 Series of 2024

**SUBJECT : AUTHORITY TO RENDER OVERTIME SERVICES OF THE PERSONNEL OF DEPARTMENT OF AGRICULTURE – INTERNAL AUDIT SERVICE PERSONNEL ASSIGNED AUDIT TEAM**

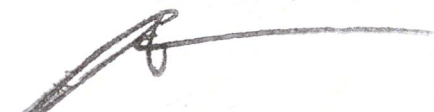
The Department of Agriculture-Internal Audit Service (DA-IAS) is tasked to conduct a comprehensive audit on the disposition of the DA-National Food Authority (NFA) stocks by virtue of Special Order No. 322, Series of 2024. In order to fast track the review and evaluation of voluminous documents submitted by NFA, and to facilitate immediate preparation and submission of audit reports on the disposition of NFA stocks per NFA Regional Office, which cannot be accomplished within the regular working hours, the DA-IAS assigned audit team is hereby authorized to render overtime services, per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. (01) 02 dated November 25, 2015, "*Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*", to wit:

Personnel	Position
1. Atty. Joan Q. Jagonos-Oliva	Internal Auditor V
2. Josephine M. Montalbo	Internal Auditor II
3. Arnold E. Arirao	Internal Auditor II
4. Olivia M. Ganotice	Internal Auditing Assistant

Payment of overtime services of the above-mentioned personnel shall be charged against DA-OSEC Funds, subject to the availability of funds and existing government accounting and auditing rules and regulations.

This Order shall take effect from May 1, 2024 and shall remain in force until July 31, 2024 or earlier revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3<sup>rd</sup> day of MAY, 2024.

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



DA-CO-IAS-SO20240423-00005