



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

No. 989  
Series of 2024

**SUBJECT : DESIGNATION OF ATTY. ARMANDO R. CROBALDE, JR. AS ACTION OFFICER OF PHILIPPINE RURAL DEVELOPMENT PROJECT ON COMPLAINTS COVERING FRAUD, GRAFT AND CORRUPTION**

In the exigency of the service, **ATTY. ARMANDO R. CROBALDE, JR.**, Director IV and Chief-of-Staff of the Office of the Undersecretary for Operations and Agri-fisheries Mechanization, is hereby designated as **ACTION OFFICER** on complaints relative to fraud and violation of Republic Act No. 3019 or the Anti-Graft and Corrupt Practices Act of the Philippine Rural Development Project.

As Action Officer, he shall perform the following functions:


1. Receive, evaluate and conduct legal review of all complaints and grievances filed before PRDP and those endorsed by other government and non-government entities, relative to alleged commission of graft and corruption, and/or fraud against any person or agency engaged in PRDP and PRDP Scale Up transactions.
2. Request the presence of concerned PRDP technical and resource persons, and to require them to produce and submit pertinent documents to assist in the proper resolution of the complaint or grievance.
3. Request the assistance of any PRDP Unit in the conduct of fact-finding activities, such as but not limited to client interviews, inspection, site visit, and the like in order to gather supporting information and document, should the same be warranted.
4. Draft Report on the fact-finding activity with a recommendation on the resolution of the complaint or grievance, which may include but not limited to: i) dismissal of the complaint; ii) endorsement of the complaint to the Office of the Ombudsman, Litigation and Adjudication Division-DA Legal Service, Office of the Prosecutor, or other similar bodies. The Report shall be approved by the National Project Director for appropriate action.
5. Ensure that the complainant is properly informed of the actions taken and the resolution of the complaint or grievance in a timely manner.
6. Maintain official records of all complaints and the actions taken or resolutions thereon.
7. Ensure full confidentiality of the fact-finding activity, and maintain impartiality and independence in the conduct of its affairs.

The Action Officer shall be supported by a staff from the SES Unit who shall be responsible for the encoding of the complaint/grievance in the GRM System managed by the SES Unit.

He shall be entitled to travelling expenses, per diem, and incidental expenses and honorarium not exceeding 25% of his annual basic salary pursuant to DBM Circular No. 2007-2, chargeable against PRDP funds, 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 5<sup>th</sup> day of July 2024.

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



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