



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1701
Series of 2024

SUBJECT : DESIGNATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES OF PERSONNEL IN THE ACCOUNTING DIVISION-CENTRAL OFFICE

In the exigency of the service and to ensure the continuous and effective delivery of government service to the public, the following employees in the Accounting Division-Central Office are hereby designated in the following positions:

NELSON E. VAGILIDAD, Accountant III, as Office-In-Charge (OIC), Assistant Chief Accountant. He is authorized to:

- 1.) Sign Disbursement Vouchers (DVs) under "Box C" for transactions amounting to not more than Three Million Pesos (P 3,000,000.00);
- 2.) Sign (a) Liquidation Reports (LRs), (b) List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADAs), (c) Certificate of Availability of Funds (CAF), and (d) Disbursement Vouchers (DV) under "Box C" regardless of the amount in the absence of the designated Chief Accountant.

ELVIN RAY C. SALBULARSE, Accountant III, Chief of Disbursement Section. He is authorized to:

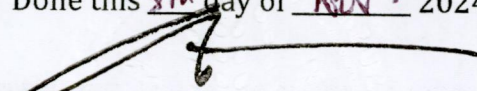
- 1.) Sign Disbursement Vouchers under "Box C" for transactions amounting to not more than Two Hundred Thousand pesos (P200,000.00);
- 2.) Sign (a) Disbursement Vouchers for Salaries, (b) List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADAs), and (c) Certificate of Availability of Funds (CAF) regardless of the amount in the absence of the designated Chief and Assistant Chief Accountant.

MA. JONALIE EUNICE A. ASUNCION, Accountant II, as Chief, Bookkeeping and Analysis Section.

They shall perform the functions, duties and responsibilities inherent to their designations and such others as directed by their supervisors.

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

Done this 9th day of NOV - 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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