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OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1920
Series of 2024

SUBJECT : AUTHORITY TO ISSUE/SIGN APPOINTMENTS OF PLANTILLA AND CONTRACTUAL¹ PERSONNEL, AND OTHER DOCUMENTS RELATED ON HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE

In the interest of service and in accordance with the Civil Service Commission (CSC) Resolution No. 2301126² dated December 7, 2023, **ATTY. ALVIN JOHN F. BALAGBAG**, Undersecretary and Chief of Staff, Office of the Secretary, is hereby authorized to issue/sign appointments of personnel to plantilla and contractual positions at the DA - Central Office under the citation, "**For and By Authority of the Secretary**".

Further, he is also authorized to sign documents related to the queries and requests of the CSC and the following documents related on HRMPSB of the Department of Agriculture - Central Office:

1. HRMPSB Resolutions;
2. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) for appointees who will be assigned at the Office of the Secretary;
3. Position Description Form (DBM-CSC Form No. 1, Revised 2017) for appointees who will be assigned at the Office of the Secretary; and
4. Justification Letter for Quantum Leap for appointees who will be promoted for more than three (3) salary grades higher than his/her present position.

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 27th day of DECEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-AS-SO20241209-00302

¹ Contractual position refers to an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period. The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services. These positions are lodged under the Undersecretaries and Assistant Secretaries of the DA Central Office.

² Amendment to Section 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended