



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

No. 21

Series of 2025

**SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN PART II: SEMINAR/WORKSHOP PROPER OF THE YEAR-END FINANCIAL EVALUATION AND ASSESSMENT FOR FY 2024 IN DAVAO CITY ON FEBRUARY 24-28, 2025**

In the interest of the service, the Accounting Division of the Financial and Management Service (DA-FMS), DA-Central Office (DA-CO), is hereby authorized to conduct the **“Part II - Seminar/Workshop Proper of FY 2024 Year-End Financial Evaluation and Assessment”** in Davao City on February 24-28, 2025 to be attended by representatives from DA-OSEC Operating Units, Attached Agencies, and Corporations.

The objectives of this activity are as follows:

- to exchange opinions on the challenges/issues and solutions to be taken during the previous calendar year;
- to broaden knowledge on how to prepare Financial Reports and Management Reports;
- to enhance understanding of the existing regulatory issuances affecting the agency’s financial reports and transactions; and
- to learn updates on the new issuances of other regulatory agencies.

Participants from the following offices are hereby authorized to attend:

<b>Operating Unit/Office</b>	<b>No. of Participants</b>
Office of the Secretary	2
Office of the Undersecretary for Finance	2
Office of the Assistant Secretary for Finance	2
Office of the Director for Financial and Management Service	3
Accounting Division	14
Budget Division	4
Management Division	2
PRDP and MIADP Offices	2
Personnel Division	2
General Services Division	2
Information and Communications Technology Service	1
Regional Offices (1 Chief of Admin and Finance, and 4 Accounting Personnel each from RFOs 1-13 and CAR)	75
Staff Bureaus (1 Chief of Admin and Finance, and 3 Accounting Personnel each from ATI, BAI, BAR, BPI, BSWM, PRRI, BAFE)	28
Foreign Assisted Projects (1 Finance and 1 Accounting	10

Operating Unit/Office	No. of Participants
Personnel each from Four PRDP PSOs and One MIADP PSO)	
Attached Agencies (2 Personnel each from ACPC, BFAR, FPA, PCAF, NMIS, PCC, PhilMech, PhilFIDA, and NFRDI)	18
Attached Corporations (2 Personnel each from NTA, NDA, NFA, SRA, PFDA, PhilRice, PCA, and PCIC)	16
Resource Speakers/Invited Guests	10
Host Region	7
<b>Total</b>	<b>200</b>

Expenses to be incurred during the activity such as food, venue, accommodation, bus rental, honoraria, travelling expenses of resource speakers/guests and other incidental expenses shall be charged against the funds of DA-OSEC-CO while traveling expenses and per diems of participants shall be charged against the funds of their respective offices, subject to existing budgeting, accounting and auditing rules and regulations.

The Host Region/Bureau may provide additional funding and support for the conduct of the said activity.

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 9th day of January 2025.

For and by the Authority of the Secretary

**ALLAN Q. UMALI**  
Undersecretary for Administration  
(as per Special Order No. 618, Series of 2024)

