

**SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2024

**SUBJECT: AUTHORITY**

In the exigency of service, the following employees of the Financial Management Service (FMS) are hereby authorized to perform adoption of Work From Home flexible work arrangement on 10 and 11 June 2024 in compliance with the Memorandum from the Secretary dated 07 June 2024.

<b>June 10, 2024 (Monday)</b>		
<b>Name</b>	<b>Position</b>	<b>Expected Output</b>
<b>Office of the Director</b>		
Faith Karra B. Marquez	Administrative Assistant I	Monitor and act on the Director's email and meeting requests; Act on the Director's directives
<b>Accounting Division for Regular Program</b>		
Mayzel C. Guerrero	Administrative Officer II	To process DVs related to SWEMC, procurement and other external claims; recording and control of DV in All Paps Registry; and provision of technical assistance to OBSUs related to external claims; report to supervisor;
<b>Accounting Division for Special Project</b>		
Jane M. Lardizabal	Administrative Officer V	update Accounts Payable in BUR for 4Ps, NHTO and KC-NCDDP-PMNP & AF LP and GOP in shared drive; updating monthly Disbursements for KC-NCDDP (AF & PMNP Current. Continuing and Accounts Payables) in excel file and send to designated personnel; Coordinate Field Office NCR, IV-B, IV-A and CAR for the reply to AOM 2024-008

Viva Tan	Administrative Assistant II	Monitoring emails, GC's updates; answering queries thru chat/emails; attending online meetings of ADSP Recording and Reporting Section; Updating retirees for FMS Mid-Year Planning; Online Meetings Of FMS Mid-Year Planning Committee; Preparation of Transmittal to COA .
Frankline B.Chicogo	Administrative Assistant III	To encode and monitor NTA Transferred and serve as a reconciliation to Field Offices for 4ps Fund thru Shared Google Drive for the month of May 2024
<b>Budget Division for Regular Program</b>		
Reyes, Coldwald Malcolm A.	Administrative Officer V	Preparation for the Work and Financial Planning workshop, Technical Assistance on OBSUs
Ocate, Paul Crisanto T.	Administrative Officer II	Answers inquiries through emails/hangouts regarding preparation of revised WFP and incoming Annual WFP workshop
Menor, Regina Mae O.	Administrative Assistant II	Prepare and review SAA list per PAPs under Continuing Appropriations for encoding of FAR 1B in URS as of May 31; Update 2014-2024 Fund utilization as of May 31 c. Provide Technical Assistance in iABCis
<b>Grants Division</b>		
Shiela Marie P. Vista	Supervising Administrative Officer	Monitored/Supervised Division staff Reviewed/Edited letters/memoranda/reports/communications Documents/data submitted/provided to requesting office/individual
Pearlie Mae S. Dacayo	Information Technology Officer II	Participation in the initial system presentation of the BTS-Pantawid API Development of the iABCIS' Sub-Allotment Module Bulk Import Facility

<p>Analynn S. Pedracion</p>	<p>Administrative Officer V</p>	<p>Generate top up FindDES files for RCCT 2nd round assessment P6 2022 to P6 2023                  Sending of Conso APS to FOs (RCCT 2nd round assessment)                  Updating and Monitoring of MY PMEW deliverables. Follow up the Presentation of outputs per Division, RPs via shared PPT.                  Sending/uploading of FCM Monthly Accomplishment Report to DC/DPCR as of May.</p>
<p>Shirley V. Escarlan</p>	<p>Administrative Officer V</p>	<p>Unpaid cash grants previously without cash card for DV Processing - P6 2021 to P3 2022                  2.Generation of Payroll files for crediting - P6 2022 amounting to 25M, for uploading to LBP and FOs and drafting credit instruction.</p>
<p>Maricar S. Gaduyon</p>	<p>Administrative Officer IV</p>	<p>Attended a meeting regarding the initial presentation of the Beneficiary Transaction Account Information System - Pantawid API.                  Prepared a Compliance Monitoring Tool to be used during the upcoming travel to DSWD FOs and MSSD BARMM.                  Documents/data were submitted/provided to requesting office/individual.</p>

<p><b>June 11, 2024 (Tuesday)</b></p>		
<p><b>Name</b></p>	<p><b>Position</b></p>	<p><b>Expected Output</b></p>
<p><b>Office of the Director</b></p>		
<p>Maria Glaiza B. Santos</p>	<p>Supervising Administrative Officer</p>	<p>Draft the revised execution of the Competency Profile Workshop;                  Review the submitted memos;                  Act on the Director's directives</p>

<b>Accounting Division for Regular Program</b>		
Dolores Bumanlag	Supervising Administrative Officer	Remote supervision of Records and reporting and Consolidation Section; review and approval in iABCIS; Preparation of Financial Management Guidelines re: Use of Private Vehicle; Review and provide comments and inputs on various guidelines
Janice P. Juliano	Administrative Officer II	To review the PPMP based on the standard set by FMS, to facilitate the processing of purchase requests if any, process DVs for procurement; attend to query and provision of technical assistance to OBSUs
Jubenelin A. Rondina	Administrative Officer II	To process DV in the monitoring of AICS transactions; to prepare tax certificates and monitor all DVs related to AICS; to provide update on the status of returned and processed DV; assist in the checking and review of liquidation folders
Jerevyl E. Pepe	Administrative Assistant III	To encode DV in the monitoring of AICS transactions; organize list of service providers in excel; encode and organize the alphalist for BIR remittances for the month of May
Christine Jane J. Sales	Accountant III	To update and review the standard operating procedure for certification of availability of funds; review and finalize the workforce shared drive; powerpoint for the upcoming workshop with procurement; review the MC for the FO III Hybrid Digital Payment Workshop and provide technical assistance related to external claims
Jobelle S. Rostata	Chief Accountant	Monitor and supervise overall operations of ADRP; provide technical assistance to staff, OBSUs and FOs;

<b>Accounting Division for Special Project</b>		
Ronald T. Ramos	Administrative Officer V	Updating of PAPs Registry Answer follow ups/queries thru email.
Lizelle T. Salinas	Administrative Officer II	Answer queries through emails/chats ,checking and updating write up and worker output
Aaron B. Nungay	Administrative Assistant III	Updating of Database; answer queries and update thru email
Viva Tan	Administrative Assistan II	Monitoring emails, GC's updates; answering queries thru chat/emails; Updating retirees for FMS Mid-Year Planning; Online Meetings Of FMS Mid-Year Planning Committee; Preparation of Transmittal to COA .
Sharon F. Hate	Administrative Officer II	Update Accounts Payable
Alma H. Minaves	Administrative Officer II	Communicate FO for their month of May trial balance. Review submitted trial balance and encode to excel
Frankline B. Chicogo	Administrative Assistant III	To encode and monitor NTA, Transferred and serve as a reconciliation to Field Offices for 4ps Fund thru Shared Google Drive for the month of June 2024
<b>Budget Division for Regular Program</b>		
Reyes, Coldwald Malcolm A.	Administrative Officer V	Preparation for the Work and Financial Planning workshop, Technical Assistance on OBSUs
Rubio, Aileen E.	Administrative Officer IV	Review and process Project Procurement Management Plan and Annual Procurement Plan; Assist in the preparation for the Work and Financial Planning Workshop
Yap, Lady Ann C.	Administrative Officer II	Update/Prepare monthly report for Current Appropriations as of May 31, 2024; Update/Prepare FY2023 fund utilization report for regular appro as of May 31, 2024

Cabrera, Kimberly Joice G	Administrative Assistant II	Consolidation of reply slip/names of participants for the conduct of Work and Financial Planning Workshop; Prepare ID and Certificates of participants for the conduct of Work and Financial Planning Workshop
Solomo, Leo D.	Administrative Assistant II	Monitoring of Incoming SARO and NCA on DBM ADRS; Processing of ORS in iABCIS Remotely per coordination on Skeletal Workforce
Molina, Venus M.	Administrative Assistant II	Email to Field Offices the monthly BUR Memorandum (Current and Continuing)
<b>Budget Division for Special Project</b>		
Angeline A. Coronel	Administrative Officer II	Updating of utilization report under PAMANA and KKB
<b>Cash Division</b>		
Efsie T. Encarnacion	Administrative Officer V	Coordinate to concern office for signature of NTA. DVs, different signatories. Answer telephone calls/chat message from Division Chief, Asst. chief, Director, Usec.Osec, Landbank and inquiries of different regions for transfer of funds. Provide Technical assistance, responses to concerns and queries of different OBSus and FOs in relation to Cash Position Report and Fund Transfer.
Jo Ann G. Nacino-Malco	Admin Officer II	Back tracking of NTA prepared to iABCIS and answer inquiries/chat messages
<b>Grants Division</b>		
Shiela Marie P. Vista	Supervising Administrative Officer	Monitored/Supervised Division staff Reviewed/Edited letters/memoranda/reports/communications Documents/data

		submitted/provided to requesting office/individual
Pearlie Mae S. Dacayo	Information Technology Officer II	Development of the Bulk Import Facility for iABCIS' LDDAP-ADA/ Checks Facility
Shirley V. Escarlan	Administrative Officer V	Unpaid cash grants previously without cash card for DV Processing - P6 2021 to P3 2022 2.Generation of Payroll files for crediting - P6 2022 amounting to 25M, for uploading to LBP and FOs and drafting credit instruction.
Francis John J. Frivaldo	Computer Programmer II	Optimization of other function/queries for iABCIS ORS; Development of bulk import facility for iABCIS ORS/DV.
Rialyn G. Robiso	Administrative Officer IV	Monitored/Reviewed FO's requests for re-crediting/top-up of cash grants to previously rejected cash card accounts
Maricar S. Gaduyon	Administrative Officer IV	Uploaded the List of Withdrawals of CCT Grantees for the 1st Quarter of CY 2017 to the database. Prepared a Compliance Monitoring Tool to be used during the upcoming travel to DSWD FOs and MSSD BARMM. Documents/data were submitted/provided to requesting office/individual.
Ma. Rodella C. Del Rosario	Administrative Assistant III	Updated Report to Legislators 4Ps CCT FY 2024 OBLIGATED as of APR.2024 (P1 2024) Consolidated FO's Monthly CCT Purged Account Status Report
April Almie A. Lapitan	Administrative Assistant III	Process interbank Fees and prepare DV

April Mae F. Estoce	Administrative Assistant II	Updated monitoring of outgoing documents 2. Responded inquiries via online regarding status of outgoing documents; 3. Assisted CAO/SAO via online
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All FMS personnel shall accomplish the Individual Daily Log and Accomplishment Report as a proof of the services rendered and basis for payment of salary/cost of service, and shall be available during the eight (8) regular working hours.

Issued this \_\_\_\_\_ day of June 2024, in Quezon City, Philippines.

**WAYNE C. BELIZAR**  
Director IV, FMS