



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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**SPECIAL ORDER**

NO. 190

Series of 2023

**SUBJECT: REASSIGNMENT OF MS. ANNE KHRISCEL B. LAZARO, TO THE ADMINISTRATIVE AND FINANCE DIVISION- PROPERTY AND SUPPLY UNIT (AFD-PSU)**

In the interest of the service and to augment the manpower complement of units and sections which need additional staff, **Ms. ANNE KHRISCEL B. LAZARO**, Internal Auditor I is hereby reassigned to the Administrative and Finance Division- Property and Supply Unit.

In line with this, Ms. Lazaro's Terms of Reference (TOR) shall be updated as follows:

1. Assist in the conduct of Physical Inventory of Property, Plant & Equipment (PPE) and Semi-Expendables (SE);
2. Prepare Property Accountability Receipt (PAR) and Inventory Custodian Slip (ICS);
3. Prepare Monthly Report of Semi-Expendables;
4. Update Property Cards; and
5. Assist in the reconciliation of One Time Cleansing of PPE.

All officials and staff of the bureau are hereby directed to give their full support and cooperation to Ms. Lazaro in the performance of her duties and responsibilities.

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 20th day of November 2023.

  
**JUNEL B. SORIANO, PhD**  
Director