



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

No. 205

Series of 2023

**SUBJECT : ADDENDUM TO SPECIAL ORDER NO. 97, SERIES OF 2023
"Amending Special Order No. 83, Series of 2023
Designating Melissa Resma as Internal Auditor of the Bureau"**


In the exigency of the service and to ensure the integrity, transparency, and efficiency of the bureau's operation, Ms. Melissa A. Resma, Internal Auditor is hereby designated as **Compliance Officer** of the Bureau and **shall be assigned directly under the Office of the Director (OD), rather than being a separate unit under OD.**

Reiterating the functions, duties, and responsibilities expected from Ms. Resma as the Compliance Officer, specified in SO No. 46, Series of 2023 aligned with the Commission on Audit Circular No. 2007-001 or Revised guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Government Organization/People's Organizations, she shall Perform the following:

- Check the correctness of the final Fund Utilization Reports submitted by all NGOs/POs and if the aforementioned documents have been certified by the NGO's/PO's accountant or an external accountant and signed by its President/Chairman/Head;
- Review the inspection report and certificate of the project completion issued by the DA-BAR's authorized representative;
- Validate the list of beneficiaries and their acceptance/acknowledgement of the projects/funds/goods/services received;
- Ensure that all documents submitted by the NGO/PO are valid and updated in order to facilitate the liquidation of funds granted to the NGO/PO; and,
- Ensure that the bureau staff is able to comply with the memorandums and special orders issued by the management.

This order shall take effect immediately and shall remain in force unless revoked in writing. All other issuances inconsistent herewith are deemed revoked.

Done this 13th day of December 2023.


JUNEL B. SORIANO, PhD
Director