

### **Administrative and Finance Division 2013**

Transferred from PCA Region XIV in Cotabato City, Mr. Carlene C. Collado assumed office in the Department of Agriculture last September 2012 as the OIC-Chief of Finance Division. Being in government service for twenty one years and a Certified Public Accountant, he instigated transparency and strict compliance to the law in his division.

His endeavors were successful thus having a full compliance to Republic Act 9184 or otherwise known as Government Procurement Act which promotes modernization, standardization and regulation of procurement activities in the government. Moreover, strict compliance to imposition of Liquidated damages on goods and services with delayed implementation based on Notice to Proceed and/or Notice to Award is also being practiced.

As mandated by Commission on Audit on June 14, 2012, strict compliance to Circular No. 2012-01 or the Revised Documentary Requirement to Common Government Transaction was accomplished. This is to ensure effective, efficient, transparent, accountable and economical delivery of public service.

The Finance Division, specifically the Accounting Section have hired new faces as Job Orders to take charge of the Socskargen and ARMM funds as well as to ensure a smooth flow of transactions for the said projects.

For the year 2013, a total of P1.3 billion budget was allocated to the Department of Agriculture for utilization. The said budget was used to fund the four banner programs as well as the special projects of the DA in Soccsksargen.

The Administrative Division, specifically the Personnel and Cash Section have ensured the up-to-date releasing of salary and other benefits of the regular and casual employees. More so, contracts of service personnel are on time and updated. The office has also sent several employees to various trainings and seminars conducted by the Civil Service Commission (CSC), Government Associations and private training institutions. This is to continuously ensure the effectiveness and efficiency of individual employee as well as to further develop their skills and knowledge.

In all that has been achieved, the Department of Agriculture RFO 12 still strives to enhance the service that they are extending to all its partner agencies, its clientele, the farmers, the fisher folks, PLGU, MLGU, NGOs, POs, private sectors and the irrigators' association. The Administrative and Finance Division have accomplished what they can in hopes of achieving their goal and contributing to the betterment of the Department of Agriculture- 12 as a whole.