



Republic of the Philippines  
**REGIONAL FIELD OFFICE NO. 02**  
Diversion Road, San Gabriel  
Tuguegarao City, Cagayan 3500

DA-RFO2.FOD-NCP.65-2

February 20, 2023

**SPECIAL ORDER**

No. 02

Series of 2023

Subject: **DESIGNATION OF MR. DAREEN G. CIANO AS CORN TECHNICIAN TO ASSIST IN THE IMPLEMENTATION OF THE CORN PROGRAM IN THE MUNICIPALITY OF DIFFUN, QUIRINO**

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Pursuant to the Memorandum of Agreement (MOA) entered into by and between the Department of Agriculture Regional Field Office No. 02 (DA RFO 02) and the Municipal Local Government Unit (MLGU), **MR. DAREEN G. CIANO** is hereby designated as Corn Technician to assist in the implementation of the Corn Program in the municipality of Diffun, Quirino.

As such, **Mr. Ciano** shall assist in the implementation of various programs/projects under the Corn Program in the said municipality.

Likewise, he shall be entitled to incentive allowance based on the guidelines formulated by this office.

This order shall take effect on February 2023.

  
**NARCISO A. EDILLO, M.A.Ed.**

Regional Executive Director



Republic of the Philippines  
PROVINCE OF QUIRINO  
Municipality of Diffun  
-o0o-

OFFICE OF THE MUNICIPAL MAYOR

**SPECIAL ORDER**

No. 04 s. 2023

TO : **DAREEN G. CIANO**  
FROM : The Municipal Mayor  
Subject : **CORN EXTENSION WORKER**  
Date : February 6, 2023

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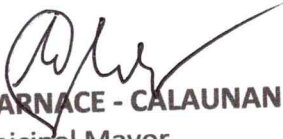
In the exigency of public service, you are hereby designated as CORN TECHNICIAN under corn program in the Municipality of Diffun.

Along this line, you are directed to ensure proper implementation of effective systems, procedures and practices in the Corn Program administration.

You are hereby expected to observe the highest standard of work ethics and professionalism in the performance of your duties and responsibilities.

This order shall take effect immediately unless sooner revoked.

For your information and compliance.

  
**MAY GARNACE - CALAUNAN**  
Municipal Mayor

Cc: HRMO, file



Republic of the Philippines  
PROVINCE OF QUIRINO  
Municipality of Diffun  
-o0o-

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**OFFICE OF THE MUNICIPAL AGRICULTURE AND FISHERY COUNCIL**

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**1<sup>st</sup> Endorsement**

Respectfully endorsing to the office of the Regional Executive Director **NARCISO A. EDILLO, MaEd.** Regional Executive Director of the Department of Agriculture, Regional Field Office No. 02, Tuguegarao City, Cagayan the herein attached Special Order of **DAREEN G. CIANO** assigned here at the Municipal Agriculture Office, Diffun, Quirino, designated as Corn Technician under Corn Program in the Municipality of Diffun.

Endorsed this 6<sup>th</sup> day of January, 2023 at Diffun, Quirino.

  
**ALBERTO S. FERNANDEZ**  
MAFC CHAIRMAN



Republic of the Philippines  
**MUNICIPAL AGRICULTURE OFFICE**  
Diffun, Quirino  
-o0o-

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**OFFICE OF THE MUNICIPAL AGRICULTURIST**

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**2<sup>nd</sup> Endorsement**

Respectfully endorsing to the office of the Regional Executive Director **NARCISO A. EDILLO, MaEd.** Regional Executive Director of the Department of Agriculture, Regional Field Office No. 02, Tuguegarao City, Cagayan the herein attached Special Order of **DAREEN G. CIANO** assigned here at the Municipal Agriculture Office, Diffun, Quirino, working under Corn Program in the Municipality of Diffun.

Endorsed this 6<sup>th</sup> day of February, 2023 at Diffun, Quirino.

  
**REALSON C. CORBE, DVM, Ph.D.**  
Municipal Agriculturist



Republic of the Philippines  
PROVINCE OF QUIRINO  
Municipality of Diffun  
-o0o-

## OFFICE OF THE MUNICIPAL MAYOR

### 3<sup>rd</sup> ENDORSEMENT

Respectfully endorsing to the office of the Regional Executive Director **NARCISO A. EDILLO, MaEd.** Regional Executive Director of the Department of Agriculture, Regional Field Office No. 02, Tuguegarao City, Cagayan the herein attached Special Order of **DAREEN G. CIANO** assigned here at the Municipal Agriculture Office, Diffun, Quirino, designated as Corn Technician under Corn Program in the Municipality of Diffun.

Endorsed this 6<sup>th</sup> day of February, 2023 at Diffun, Quirino.

  
**MAY GARNACE - CALAUNAN**  
Municipal Mayor





Republic of the Philippines  
**PROVINCE OF QUIRINO**  
Cabarroguis  
-oOo-

**PROVINCIAL AGRICULTURE OFFICE**

[opag.quirino@yahoo.com](mailto:opag.quirino@yahoo.com)



**ENDORSEMENT**  
February 7, 2023

Respectfully forwarded to **DIR. NARCISO A. EDILLO, M.A.Ed.**, Regional Executive Director, Department of Agriculture – Regional Field Office No. 02, Tuguegarao City, Cagayan the herein **Special-Order No. 04, Series of 2023** of **MR. DAREEN G. CIANO, Administrative Aide II (Bookbinder I)** of the Municipal Agriculture Office, Diffun, Quirino to work as **Agricultural Extension Worker** under the **Corn Development Program** in the Municipality of Diffun, Quirino, for his appropriate action.

**FLORENCE C. MANGOBA**  
Provincial Agriculturist



Republic of the Philippines  
**PROVINCE OF QUIRINO**  
Cabarroguis  
-oOo-

**PROVINCIAL AGRICULTURE OFFICE**

[opag.quirino@yahoo.com](mailto:opag.quirino@yahoo.com)



**ENDORSEMENT**

February 7, 2023

Respectfully forwarded to **DIR. NARCISO A. EDILLO, M.A.Ed.**, Regional Executive Director, Department of Agriculture – Regional Field Office No. 02, Tuguegarao City, Cagayan the herein **Special-Order No. 04, Series of 2023** of **MR. DAREEN G. CIANO, Administrative Aide II (Bookbinder I)** of the Municipal Agriculture Office, Diffun, Quirino to work as **Agricultural Extension Worker** under the **Corn Development Program** in the Municipality of Diffun, Quirino, for his appropriate action.

**FLORENCE C. MANGOBA**  
Provincial Agriculturist

CS Form No. 33-A  
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines  
Local Government Unit of  
Diffun, Quirino



**RECEIVED**

EDLEN JOHN M GERONIMO  
Administrative Aide III

Quirino Field Office	Date Received: 12/13/2022	Time Received: 2:00
APW 11-10-0215		

Mr./Mrs./ Ms.: DAREEN G. CIANO

You are hereby appointed as Administrative Aide II (Bookbinder I) ( SG/JG/PG 2/1)  
(Position Title)

under Permanent status at the Municipal Agriculture Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Ten Thousand Eight Hundred Seventy Two (10,872.00 )  
pesos per month.

The nature of this appointment is Original vice  
(Original, Promotion, etc.)

Vacant, who N/A with Plantilla Item No. 10.20  
(Transferred, Retired, etc.)

Page 11.

This appointment shall take effect on the date of signing by the appointing officer/authority.

The appointee shall undergo probationary period for six months effective upon assumption to duty.

Very truly yours,

MAY GARNACE CALAUNAN  
Municipal Mayor

11/10/2022  
Date of Signing

CSC ACTION:

**APPROVED**

MELANDA C. PASCUA  
Human Resource Specialist II  
Authorized Official



Republic of the Philippines

# QUIRINO STATE COLLEGE



Diffun

Quirino

*To all Men To Whom These Presents May Come*

## Greetings:

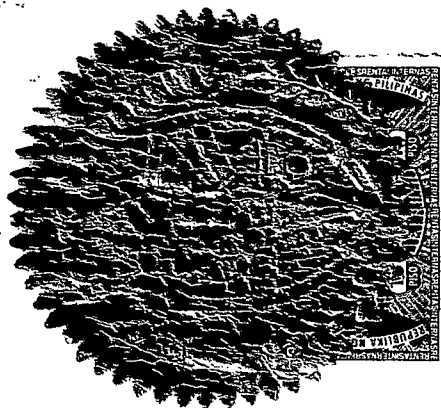
*Be it known that the Board of Trustees by authority of the Republic of the Philippines and on recommendation of the College Academic Council, has conferred upon*

**DAREEN G. CIANO**

*who has satisfactorily completed the two-year course in*

## COMPUTER SECRETARIAL

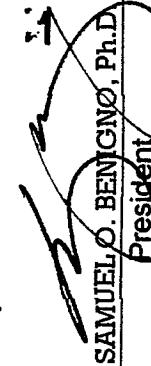
*with all the rights, honors, privileges, as well as the obligations and responsibilities thereunto appertaining and therefore is entitled to this*

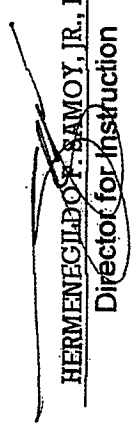


## PROFICIENCY CERTIFICATE

Given at Diffun, Quirino, Philippines this 12<sup>th</sup> day of April  
in the year of our Lord, 2012.

  
PADMA R. BUNAO  
Registrar

  
SAMUEL O. BENIGNO, Ph.D.  
President

  
HERMENEGILDO F. SAMOY, JR., Ph.D.  
Director for Instruction



Republic of the Philippines  
Region 02

# QUIRINO STATE UNIVERSITY

Diffun, Quirino

## OFFICIAL TRANSCRIPT OF RECORDS

Page 1

NAME: **CIANO, DAREEN GARNACE** HOME ADDRESS: **Rizal, Diffun, Quirino**  
DATE OF BIRTH: **December 21, 1992** DATE OF ADMISSION: **May 31, 2009**  
ENTRANCE DATE: **OTR-ULS** DATE OF GRADUATION: **April 12, 2012**  
TITLE / DEGREE PURSUED: **Computer Secretarial Course** MAJOR/AREA OF SPECIALIZATION: \_\_\_\_\_

COURSE NO.	DESCRIPTIVE TITLE	GRADES		CREDIT	REMARKS
		FINAL	RE-EXAM		
<b>UNIVERSITY OF LA SALETTE-Santiago City 3311, ISABELA, PHILIPPINES</b>					
<b>1st Semester, 2009-2010</b>					
CHEM 1 LAB	General and Inorganic Chemistry	76		2	
CHEM 1 LEC	General and Inorganic Chemistry	76		3	
DRAW 1	Engineering Drawing 01	80		2	
EMATH 110	Engineering Algebra	75		3	
EMATH 111	Plane Trigonometry	77		3	
ENG 1	Communication Arts 1	75		3	
FIL 001	Komunikasyon sa Akademikong Filipino	84		3	
NSTP 1	National Service Training Program 1	86		3	
PE 1	Self-Testing Activities/ Gymnastics	82		2	
RELED 1	Salvation History	77		3	
<b>2nd Semester, 2009-2010</b>					
EMATH 121	Advanced Algebra	70		0	
EMATH 122	Analytic Geometry	70		0	
ENG 002	Writing in the Discipline/ Communication Arts 2	75		3	
FIL 002	Pagbasa at Pagsulat Tungo sa Pananaliksik	81		3	
HIST 001	Philippine History	85		3	
NSTP 002	National Service Training Program 2	90		3	
PE 002	Fundamentals of Rhythmic Activities	89		2	
REL ED 002	Christology	80		3	
<b>QUIRINO STATE UNIVERSITY-Difun, Quirino</b>					
<b>1st Semester, 2010-2011</b>					
Keyboarding 1	Fundamentals of Typewriting	2.00		3	Passed
Steno 1	Fundamentals of Shorthand	2.50		3	Passed
IT 105	Presentation Skills in Information Technology	2.00		3	Passed
PD 11	Personality Development	2.00		3	Passed
Acctg 1	Basic Accounting Principles and Procedures	-		0	-
IT 11	Introduction to Information Technology	2.75		3	Passed
PE 13	Fundamentals of Games & Sports	2.00		2	Passed
<b>2nd Semester, 2010-2011</b>					
Keyboarding 2	Advanced Keyboarding	2.25		3	Passed
Engl 14	Speech and Oral Communication	3.00		3	Passed
CS 121	Records Management	2.75		3	Passed
IT 12	Computer Application 2 (Spreadsheet)	Inc/2.75		3	Passed
Steno 2	Basic Transcription	2.50		3	Passed

### REMARKS:

continuation on page 2, please  
**GRADING SYSTEM:** 1.0 = 98-100; 1.25 = 95-97; 1.5 = 92-94; 1.75 = 89-91; 2.0 = 86-88; 2.25 = 83-85; 2.5 = 80-82; 2.75 = 77-79;  
3.0 = 75-76; 4.0 = 70-74; (Conditional); 5.0 = Below 70 (Failure)

**CREDITS:** One unit is one hour of lecture or recitation each week for period of a complete semester, the equivalent thereof in laboratory, field or shopwork credited at the rate of one unit for each three hour period.

**Note:** This Transcript is valid only when it bears the dry seal of the University and the Original signatures in ink of the signatories below. Any erasures or alterations made on this copy renders the whole transcript invalid.

**NOT VALID WITHOUT THE UNIVERSITY SEAL**

**PADMA R. BUNAO**  
Registrar III

**HERMENEGILDO F. SEMOY, JR., Ph. D.**  
Vice President for Academic and Related Affairs

Prepared by: **ELIZABETH D. ANTONIO**

Checked by: **JANET D. MARCOS**





Republic of the Philippines  
Region 02

# QUIRINO STATE UNIVERSITY

Diffun, Quirino

## OFFICIAL TRANSCRIPT OF RECORDS

Page 2

NAME: **CIANO, DAREEN GARNACE**

HOME ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_


DATE OF ADMISSION: \_\_\_\_\_

ENTRANCE DATE: \_\_\_\_\_

DATE OF GRADUATION: \_\_\_\_\_

TITLE / DEGREE PURSUED: **Computer Secretarial Course**

MAJOR/AREA OF SPECIALIZATION: \_\_\_\_\_

COURSE NO.	DESCRIPTIVE TITLE	GRADES		CREDIT	REMARKS
		FINAL	RE-EXAM		
<b>Cont'n., 2nd Semester, 2010-2011</b>					
PE 14	Recreational Activities	2.00		2	Passed
<b>Summer, 2011</b>					
CS 122	Business Correspondence	2.25		3	Passed
Mgt 1	Business Organization & Management	1.25		3	Passed
Acctg 1	Basic Accounting Principles and Procedures	3.00		3	Passed
<b>1st Semester, 2011-2012</b>					
Steno 3	Advanced Transcription	2.75		3	Passed
Acctg 2	Partnership and Corporation	3.00		3	Passed
CS 123	Office Procedures	2.00		3	Passed
IT 110	Internet Technology/ Web Based Prog.	2.50		3	Passed
IT 103	Relational Database Management System	2.50		3	Passed
Keyboarding 3	Mastering Keyboard	1.75		3	Passed
<b>2nd Semester, 2011-2012</b>					
Math 12	Business Mathematics	2.75		3	Passed
IT 13	Desktop Publishing	2.00		3	Passed
CS 124	Office Practice (120hrs)	1.75		9	Passed
WE 221	Work Ethics	3.00		3	Passed
gsu ----- Transcript Closed -----		QSU			
<b>REMARKS:</b> GRADUATED on April 12, 2012 with a Two-year <b>COMPUTER SECRETARIAL COURSE (CSC)</b> . Approved by the QSC Board of Trustees Thru Resolution No. 140-10 series of 2012.					
- Granted HONORABLE DISMISSAL.					
					



### REMARKS:

**"For Employment Purposes"**

**GRADING SYSTEM:** 1.0 = 98-100; 1.25 = 95-97; 1.5 = 92-94; 1.75 = 89-91; 2.0 = 86-88; 2.25 = 83-85; 2.5 = 80-82; 2.75 = 77-79; 3.0 = 75-76; 4.0 - 70-74; (Conditional); 5.0 - Below 70 (Failure)

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Vice President for Academic and Related Affairs

Prepared by:

**ELIZABETH D. ANTONIO**

Checked by:

**JANET D. MARCOS**

Date Issued: **June 5, 2013**