



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

DARFO2.FOD-NLP.73-2

March 21, 2023

SPECIAL ORDER

No. 11

Series of 2023

SUBJECT: DESIGNATION OF AGRICULTURAL EXTENSION WORKER TO ASSIST IN THE IMPLEMENTATION OF LIVESTOCK PROGRAMS IN THE MUNICIPALITY OF STA. TERESITA, CAGAYAN

Pursuant to the Memorandum of Agreement between the Department of Agriculture Regional Field No. 02 (DA RFO 02) and the Local Government Units (LGUs), **Mr. Arsenio L. Arellano Jr., Agricultural Technologist of MLGU Sta. Teresita** is hereby allowed to claim incentives under the National Livestock Program in view of his involvement in the implementation of livestock programs/projects in the municipality of Sta. Teresita, Cagayan effective on **January 2023**.

As such, **Mr. Arellano** shall assist in the implementation of livestock programs and projects and shall be entitled to incentive allowance based on the guidelines formulated by the Department of Agriculture.

This order takes effect **retroactively from January 2023** and shall remain in force until revoked in writing.

NARCISO A. EDUJO, M.A.Ed.





Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF STA. TERESITA
MUNICIPAL AGRICULTURE OFFICE

October 21, 2022

Dir. NARCISO A. EDILLO, MA. Ed.
Regional Executive Director
Department of Agriculture
Regional Field Office No.02
Tuguegarao City.

Dear Director,

Good day!

May I respectfully request for the inclusion of **MR. ARSENIO L. ARELLANO JR.**, Agricultural Technologist of this Municipality in the Rooster of LGU-Agricultural Extension Worker to claim incentive under the Livestock Program.

His Role as Agricultural Technologist is very vital in the implementation of Agricultural Projects and programs particularly in livestock sector. He is currently assigned as Livestock inspector and likewise providing technical services to the farmers such as provision of vitamins and anti-parasitic likewise in-charge in the operation of the municipal Slaughterhouse.

Attached herewith his pertinent documents for your reference.

Anticipating for your utmost consideration and approval.

Thank you and **GOD BLESS!**

Sincerely Yours

EDWIN P. MADRID
Municipal Agriculturist

Noted:

ATTY. RODRIGO P. DE GRACIA, CESE
Municipal Mayor

received 5/12/22 - 1
Ferdinand Argueta
Oct 28, 2022



CAGAYAN STATE UNIVERSITY
Gonzaga, Cagayan, Philippines

Office of the University Registrar
OFFICIAL TRANSCRIPT OF RECORDS

ID Number:	12-13475	Birth Date:	10/24/1992
Student Name:	ARSENIO JR. L. ARELLANO	Birth Place:	Sta Teresita, Cagayan
Sex:	Male	School Last Attended:	Sta Teresita National High School
Course:	Bachelor of Science in Agriculture	Major:	Animal Science
Date of Graduation:	April 4, 2016	Entrance Credential:	FORM 137

School Year	Semester	Subject Code	Subject Description	Grade	Credits	Remarks
CAGAYAN STATE UNIVERSITY - GONZAGA						
2012-2013	1st	AGRI 11	Introduction To Agriculture	84.00	1.00	Passed
		PE 11	Physical Fitness	85.00	2.00	Passed
		NSTP 11A	National Service Training Program	83.00	3.00	Passed
		MATH 13	College Algebra	85.00	3.00	Passed
		ENG 13	Study And Thinking Skills	84.00	3.00	Passed
		CROP SC 11	Fundamentals Of Crop Production	87.00	3.00	Passed
		CHEM 13	General Chemistry (Organic & Inorganic)	87.00	5.00	Passed
	2nd	BIO 14	General Biology	88.00	4.00	Passed
		SOIL SC 11	Principles Of Soil Science	84.00	3.00	Passed
		SOC SCI 13	Society And Culture W/ Family Planning	94.00	3.00	Passed
		PE 12	Rhythmic Activities	94.00	2.00	Passed
		NSTP 12A	Nstp - Civic Welfare Training System Track	89.00	3.00	Passed
		MATH 14	Plane Trigonometry	84.00	3.00	Passed
		ENG 12	Grammar And Composition 2	89.00	3.00	Passed
		AN SC 11	Introduction To Animal Science	91.00	3.00	Passed
		AG EXTN 11	Agricultural Extension & Communication	88.00	3.00	Passed
		HUM 11	Introduction To Humanities	88.00	3.00	Passed
	Summer	COMP 11	Basic Computer Concepts And Application	93.00	3.00	Passed
		AG ECON 11	Agricultural Economics And Marketing	92.00	3.00	Passed
2013-2014	1st	PE 13	Individual And Dual Sports/games	90.00	2.00	Passed
		BIOTECH 11	Biotechnology And Society	90.00	3.00	Passed
		GEN 11	General Genetics	86.00	3.00	Passed
		CROP SC 13	Postharvest Handling And Seed Technology	87.00	3.00	Passed
		CROP SC 12	Practices Of Crop Production	90.00	3.00	Passed
		AN SC 12	Introduction To Livestock And Poultry Production	95.00	3.00	Passed
		CROP PROT 11	Principles Of Crop Protection	93.00	3.00	Passed
	2nd	SOC SCI 12A	Philippine History, Governance And Politics	83.00	3.00	Passed
		HUM 12A	Philosophy And Ethics	88.00	3.00	Passed
		PHY 12A	General Physics 1	88.00	3.00	Passed
		PE 14	Team Sports	89.00	2.00	Passed
		ENG 15	Writing In The Discipline	90.00	3.00	Passed

Undergraduate Grading System

1.00 - 97-100% Excellent, 1.25 - 93-96%, 1.50 - 90-92% Very Good, 1.75 - 87-89%, 2.00 - 84-86% Good, 2.25 - 81-83%, 2.50 - 78-80% Satisfactory, 2.75 - 75-77%, 3.00 - 72-74% Passing, 3.00 - below 72% Failed INC - Incomplete, DRP - Dropped

Graduate Grading System:

1.00 - Excellent, 1.25 - Very Good, 1.50 - Good, 1.75 - Satisfactory, 2.00 - Passing, 3.00 - Failed INC - Incomplete, DRP - Dropped

Note 1: This document is an exact reproduction of the transcript of record on file in the Office of the University Registrar and is considered original if it is dry sealed, without erasures, and bears the signature in ink of the Campus Registrar

Note 2: As per section 2 of the Education Department Order No. 61 s. 1975 dated December 8, 1975, the CAGAYAN STATE UNIVERSITY, being a state University is EXEMPT from Issuing Special Orders for Graduation

Prepared by: _____

Checked/Approved by: _____

JOFFREY B. JARA, CPE
Campus Registrar

Date: 05/12/16

OR No 0104309

Date: 05/11/2016



Office of the University Registrar

OFFICIAL TRANSCRIPT OF RECORDS

ID Number: 12-13475 Birth Date: 10/24/1992
 Student Name: ARSENIO JR. L. ARELLANO Birth Place: Sta Teresita, Cagayan
 Sex: Male School Last Attended: Sta Teresita National High School
 Course: Bachelor of Science in Agriculture Major: Animal Science
 Date of Graduation: April 4, 2016 Entrance Credential: FORM 137

School Year	Semester	Subject Code	Subject Description	Grade	Credits	Remarks
2014-2015	1st	ECO 11	Introduction To Ecological Agriculture	93.00	3.00	Passed
		CROP PROT 12	Approaches And Practices In Pest Management	87.00	3.00	Passed
		AN SC 14	Slaughter Of Animals And Processing Of Their Products	91.00	3.00	Passed
		AN SC 13	Animal Nutrition And Feeding	91.00	3.00	Passed
		AG ECON 12	Introduction To Enterprise And Entrepreneur Management	87.00	3.00	Passed
		Summer PRACTICUM	Practicum (Skills Development)	93.00	6.00	Passed
		STAT 13B	Basic Statistics With Experimental Design	93.00	3.00	Passed
		SOIL SC 12	Soil Fertility Conversion And Management	83.00	3.00	Passed
		RES 11B	Methods Of Agricultural Research	87.00	3.00	Passed
	2nd	PHYSIO 11	General Physiology	87.00	3.00	Passed
		MAJOR 1	Swine Production	93.00	3.00	Passed
		FIL 11A	Sining Ng Pakikipagtalastasan	91.00	3.00	Passed
		CROP PROT 13	Beneficial Anthropods And Microorganism	92.00	3.00	Passed
		AG EXTN 12	Planning, Implementation And Evaluation Programs	91.00	3.00	Passed
		THESIS A	Thesis Writing	93.00	2.00	Passed
		SEMINAR 1	Seminar In Agriculture	90.00	1.00	Passed
		MAJOR 3	Poultry Production	95.00	3.00	Passed
		MAJOR 2	Beef And Small Ruminants	95.00	3.00	Passed
2015-2016	1st	FIL 12	Pagbasa At Pagsulat Tungo Sa Pananaliksik	89.00	3.00	Passed
		ANTHRO 1A	Psychology And Anthropology	94.00	3.00	Passed
		AG EXTN 13	Management Of Extension Programs	94.00	3.00	Passed
		AG ENG 11	Fundamentals Of Agricultural Engineering	85.00	3.00	Passed
		AG ECON 13	Agricultural Policy And Development	90.00	3.00	Passed
	2nd	THESIS B	Conduct Of Thesis	95.00	2.00	Passed
		SOC SCI 14	Life, Works And Writings Of Rizal	92.00	3.00	Passed
		MAJOR 4	Animal Breeding	95.00	3.00	Passed
		CROP SC 14	Plant Breeding, Propagation And Nursery Management	92.00	3.00	Passed
		AGRIBUS 12	Financial Management For Agri-based Enterprise	94.00	3.00	Passed
		THESIS C	Final Undergraduate Thesis Defenso	95.00	2.00	Passed

Undergraduate Grading System

1.00 - 97-100% Excellent 1.25 - 95-96%, 1.50 - 93-94% Very Good, 1.75 - 91-92%, 2.00 - 89-90% Good 2.25 - 85-87%, 2.50 - 83-84% Satisfactory, 2.75 - 79-82%, 3.00 - 75-78% Passing, 5.00 - below 75% Failed INC - incomplete, DRP - Dropped

Graduate Grading System

1.00 - Excellent 1.25 - Very Good, 1.50 - Good, 1.75 - Satisfactory, 2.00 - Passing, 3.00 - Failed, INC - Incomplete, DRP - Dropped

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Note 2: As per section 2 of the Education Department Order No. 81 s. 1975 dated December 8, 1975, the CAGAYAN STATE UNIVERSITY, being a state University is EXEMPT from issuing Special Orders for Graduation

Prepared by:

Checked/Approved by:

JOFFREY B. JARA, CDE
 Campus Registrar

Date: 05/12/16



Gonzaga, Cagayan, Philippines

Office of the University Registrar
OFFICIAL TRANSCRIPT OF RECORDS

ID Number: 12-13475

Student Name: ARSENIO JR. L. ARELLANO

Sex: Male

Course: Bachelor of Science in Agriculture

Date of Graduation: April 4, 2016

Birth Date: 10/24/1992

Birth Place: Sta Teresita, Cagayan

School Last Attended: Sta Teresita National High School

Major: Animal Science

Entrance Credential: FORM 137

School Year	Semester	Subject Code	Subject Description	Grade	Credits	Remarks
CSU CSU CSU CSU END OF TRANSCRIPT CSU CSU CSU CSU						

REMARKS: GRADUATED; GRANTED HONORABLE DISMISSAL



Undergraduate Grading System:

1.00 - 97-100% Excellent; 1.25 - 90-96.99% Very Good; 1.50 - 83-89.99% Good; 1.75 - 75-82.99% Satisfactory; 2.00 - 70-74.99% Passing; 2.25 - 65-69.99% Below Passing; 2.50 - 60-64.99% Failing; 2.75 - 55-59.99% Failing; 3.00 - below 55% Failing; INC - Incomplete; DRP - Dropped

Graduate Grading System:

1.00 - Excellent; 1.25 - Very Good; 1.50 - Good; 1.75 - Satisfactory; 2.00 - Passing; 3.00 - Failed; INC - Incomplete; DRP - Dropped

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Note 2: As per section 2 of the Education Department Order No. 61 s. 1975 dated December 8, 1975, the CAGAYAN STATE UNIVERSITY, being a state University is EXEMPT from Issuing Special Orders for Graduation

Prepared by:

Checked/Approved by:

JOFFREY S. JARA, CPE
Campus Registrar

Date: 05/12/16

Cagayan State University

Tuguegarao City, Cagayan, Philippines

We are to whom these presents may come.

Greeting!

Having received the recommendation of the Academic Council, the Board of Regents of this University, meeting in solemn convocation, and in accordance with the laws of the Republic of the Philippines and the charter of the Cagayan State University, has deigned to confer on

Ardenia Jr. Q. Arrellano

the degree
**Bachelor of Science in Agriculture
Animal Science**

conforming to the conferred all rights, honors and privileges appropriate thereto.

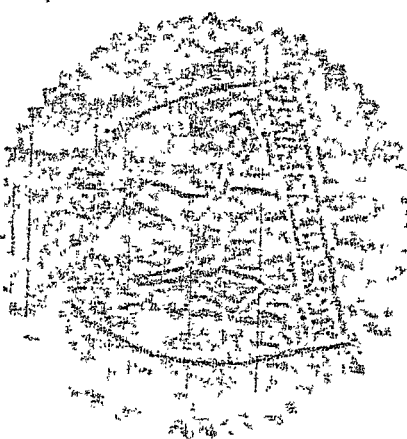
In witness hereunto we have set our hands and added the seal of the University to be affixed this 14th day of April in the Year of the Lord 2016 at Tuguegarao City, Cagayan.

Florentino M. Balatoco
FLORENTE VICTOR M. BALATOCO, PhD
Campus Executive Officer

Samuel E. Gaspar
SAMUEL E. GASPAR, MA
University Registrar

Mariden Ventuna-Caulan
MARIDEN VENTUNA-CAULAN, DPA
Officer-in-Charge

Office of the University President



CS Form No. 32
Revised 2018

REPUBLIC OF THE PHILIPPINES
LGU SANTA TERESITA, CAGAYAN

OATH OF OFFICE


I, ARSENIO L. ARELLANO JR. of
Simpaluyo, Santa Teresita, Cagayan having been
appointed to the position of AGRICULTURAL TECHNOLOGIST hereby
solemnly swear, that I will faithfully discharge to the best of my ability, the duties of
my present position and of all others that I may hereafter hold under the Republic of
the Philippines; that I will bear true faith and allegiance to the same; that I will obey
the laws, legal orders, and decrees promulgated by the duly constituted authorities of
the Republic of the Philippines; and that I impose this obligation upon myself
voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


ARSENIO L. ARELLANO JR.
(Signature over Printed Name of the Appointee)

Government ID: PPC-PIC
ID Number: 0026528
Date Issued: 9-14-17

Subscribed and sworn to before me this 20th day of
June, 2022 in Santa Teresita, Cagayan
Philippines.


ATTY. RODRIGO P. DE GRACIA, CESE
(Signature over Printed Name of the Appointing
Officer/Authority/Head of Office)

REPUBLIC OF THE PHILIPPINES
LGU SANTA TERESITA, CAGAYAN

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. ARSENIO L. ARELLANO JR. has assumed
the duties and responsibilities as AGRICULTURAL TECHNOLOGIST of
LGU- Santa Teresita effective June 20, 2022.

This certification is issued in connection with the issuance of the appointment of
Ms./Mr. ARSENIO L. ARELLANO JR. as AGRICULTURAL TECHNOLOGIST.

Done this 20th day of June, 2022 in Santa Teresita, Cagayan.


ATTY. RODRIGO P. DE GRACIA, CESE
Head of Office/Department/Unit

Date: June 20, 2022

Attested by:

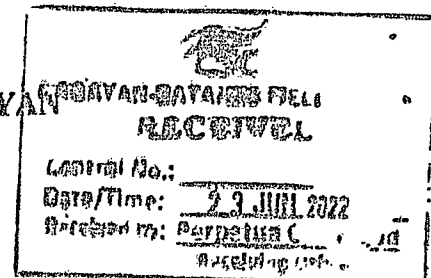

LOIDA F. PANO
AA-IV/OIC

201 file
Admin
COA
CSC

For submission to CSC FO
within 30 days from the
date of assumption of the
appointee

CS Form No. 33-A
Revised 2018

Republic of the Philippines
LGU SANTA TERESITA, CAGAYAN
(Name of Agency)



Mr./Mrs./Ms.: ARSENIO L. ARELLANO JR.

You are hereby appointed as AGRICULTURAL TECHNOLOGIST (SG - 10) Step 1
(Position Title)

under Permanent status at the LGU-SANTA TERESITA
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FIFTEEN THOUSAND NINE HUNDRED FOUR

(P 15,904.00) pesos per month.

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

who N/A with Plantilla Item No. 12.3 Page 16
(Transferred, Retired, etc.)


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

Very truly yours,


ATTY. RODRIGO P. DE GRACIA, CESE
Appointing Officer/Authority

June 20, 2022
Date of Signing

CSC ACTION:
APPROVED


MARIA ROEM S. BUSTAMANTE
DIRECTOR II
Authorized Official

July 20, 2022
Date

10 AUG 2022

Certification


This is to certify that all requirements and supporting papers pursuant to CSC MC No. 14, s. 2018 have been complied with, reviewed and found to be in order.

The position was published at CSC Bulletin of vacant position from February 4 to February 21
2022 and posted in Municipal Gymnasium, Public Market and Municipal
Building Bulletin Board from February 4 to February 21
2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on February 21, 2022.


LOIDA F. PAINO
Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB / Placement Committee during the deliberation held on February 21, 2022.

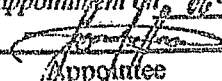

ATTY. RODRIGO P. DE GRACIA, CESE
Chairperson, HRMPSB/Placement Committee

CSC Notation



ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Acknowledgement

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Received original/photocopy of appointment on 06-20-22

Appointee

Republic of the Philippines POSITION DESCRIPTION FORM DEM-CSC Form No. 1 (Revised Version No. 1, s 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Agricultural Technologist	
2. ITEM NUMBER		3. SALARY GRADE	
12.3		10/1	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input checked="" type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY / LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
SANTA TERESITA, CAGAYAN		MUNICIPAL AGRICULTURE OFFICE	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
		Municipal Agriculture Office	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
01, s.2021		15,904.00/MO	P2,000.00 ACA/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Municipal Agriculturist			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer set, etc			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Enables the Municipal Government to maximize its attention on its Agricultural programs, research and development, extension services and interagency coordination on agricultural productivity of government offices and NGO's			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Carries out applied and field research and provide farmers with appropriate news information and development, conducts information dissemination, seminars and workshop with the large numbers of farmers to introduce or demonstrate different technology and program in agriculture and inspect livestock and managed the municipal slaughter house.			
21a. Education	21b. Experienced	21c. Training	21d. Eligibility
Bachelor's Degree in Agriculture or other allied course such as Agricultural Engineering Fisheries and Veterinary medicine	None required	None required	Relevant RA1080
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)		
50%	Managed the slaughter house and conduct livestock inspection		N/A
20%	Provide farmers with Technical Assistance and Appropriate news, information or development.		
20%	Carries out applied and field research into environmental condition, product effectiveness and animal nutrition and health Perform other related functions.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  ARSENIO L. ARELLANO Employee's Name, Date and Signature </div> <div style="text-align: center;">  EDWIN P. MADRID Supervisor's Name, Date and Signature </div> </div>			



Republic of the Philippines
Province of Cagayan

PROVINCIAL VETERINARY OFFICE
San Gabriel, Tuguegarao City, Cagayan



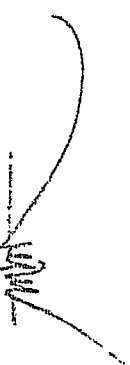
CERTIFICATE OF COMPLETION

is granted to

ARSENIO L. ARELLANO JR

for successfully completing the
HANDS-ON TRAINING ON SURVEILLANCE OF EMERGING DISEASES
held on October 14 - 15, 2021 at Gonzaga Riverview Hotel and Resort.

Given this 15th day of October 2021 at Pateng, Gonzaga, Cagayan


NOLI V. BUEN, DVM
Acting Provincial Veterinarian