



Republic of the Philippines  
**Regional Field Office No. 02**  
Tuguegarao City, Cagayan  
Tel. Nos. 844-1331 Fax Nos. 844-1031  
TIN: 0000-845-895 Website: <https://cagayanvalley.da.gov.ph/>  
Email Address: ored.rfo2@da.gov.ph  
ISO 9001-2015 Certified No CIP/5310/17/11/1015



February 28, 2022

**SPECIAL ORDER**

No. 101

Series of 2022

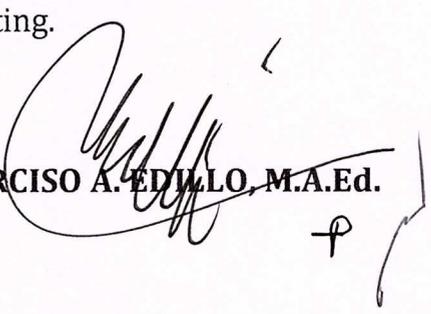
**SUBJECT: DESIGNATION OF AGRICULTURAL EXTENSION WORKER TO IMPLEMENT THE LIVESTOCK PROGRAM IN THE MUNICIPALITY OF NAGTIPUNAN, QUIRINO**

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Pursuant to the Memorandum of Agreement between the Department of Agriculture Regional Field No. 02 (DA RFO 02) and the Local Government Units (LGUs), **Dr. Jeffrey R. Ballang, Municipal Veterinarian of MLGU Nagtipunan** 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 Nagtipunan, Quirino effective on **March 2022**.

As such, **Dr. Ballang** shall implement programs and projects under the Livestock Program and shall be entitled to incentive allowance based on the guidelines formulated by the Department of Agriculture.

This order takes effect immediately and shall remain in force until revoked in writing.

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



Republic of the Philippines  
PROVINCE OF QUIRINO  
Cabarroguis  
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I  Quirino  
Proud to be a QUIRINIANO

**PROVINCIAL VETERINARY OFFICE**

**1<sup>ST</sup> ENDORSEMENT**

23 February, 2022

Respectfully forwarded to Dir. Narciso A. Edillo, MAEd, Regional Executive Director of the Department of Agriculture Regional Office 02 the copy of the Special Orders of the following Provincial and Municipal Agricultural Extension Workers (AEWs) working under the Agri – MaNa Livestock Program of the Department of Agriculture, to wit;

- |                            |   |                                     |
|----------------------------|---|-------------------------------------|
| 1. DR. GIOVANNI M. DULNUAN | – | AT- Provincewide                    |
| 2. JULIUS R. MANGACCAT     | – | AT- Provincewide                    |
| 3. MYLENE F. AGUSTIN       | – | AT- Provincewide                    |
| 4. DR. JEFREY R. BALLANG   | – | Municipal Veterinarian - Nagtipunan |
| 5. ANTONIO S. DAGURO       | – | AT – Maddela                        |

The afore - mentioned copy of the Special Orders and its attachments were already forwarded to DA – Quirino Experimental Station Dungo, Aglipay sometime last year. Same are forwarded to your office for update.

For your information and appropriate action.

Very truly yours,

  
**MARCELINO G. DELSON JR., DVM**  
Provincial Veterinarian



Republic of the Philippines  
Province of Quirino  
Municipality of Nagtipunan

## Office of the Mayor

23 November 2021

**DIR. NARCISO A. EDILLO**  
Regional Executive Director  
Department of Agriculture  
Tuguegarao City, Cagayan

Sir;

Warm Greetings!

This is to endorse to your good office **DR. JEFREY R. BALLANG, DVM** the newly hired Municipal Veterinarian to be the implementer/focal person in charge in the implementation of Agrimana Livestock Program in this municipality.

As such, he shall perform the duties & functions related to the above designation including attending meetings, seminars, submission of periodic reports, incidence of disease within the coverage area in coordination with the national government particularly on the field of poultry and livestock.

For your information. Thank you & Godspeed.

Very truly yours,

~~ARNEL R. MESTA~~  
Acting Municipal Mayor

21-13643



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE</b> (as approved by authorized agency) with parenthetical line  <p style="text-align: center;">Municipal Veterinarian</p>	
<b>2. ITEM NUMBER</b>  <p style="text-align: center;">21.1</p>		<b>3. SALARY GRADE</b>  <p style="text-align: center;">SG-24/1</p>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input type="checkbox"/> City <input checked="" type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT / CORPORATION OR AGENCY / LOCAL GOVERNMENT</b>  <p style="text-align: center;">Local Government Unit of Nagtipunan</p>		<b>6. BUREAU OR OFFICE</b>  <p style="text-align: center;">n/a</p>	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <p style="text-align: center;">Office for Veterinary Services</p>		<b>8. WORKSTATION / PLACE OF WORK</b>  <p style="text-align: center;">Nagtipunan, Quirino</p>	
<b>9. PRESENT APPROP. ACT / 10. PREVIOUS APPROP. ACT</b> S.B. Appropriation Ordinance No. 2020-03 s. 2020		<b>11. SALARY AUTHORIZED</b> P 78,068.00/mo.	<b>12. OTHER COMPENSATION</b> RATA/PERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;">n/a</p>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;">Municipal Mayor</p>	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (If more than seven (7) list only by their item numbers and titles)			
<b>POSITION TITLE</b>  <p style="text-align: center;">n/a</p>		<b>ITEM NUMBER</b>  <p style="text-align: center;">n/a</p>	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF WORK</b>  <p style="text-align: center;">Stethoscope, thermometer, syringes, record book, Laptop, Printer/Projector, signing pen, ball pen, pencil, etc.</p>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>		<b>17b. External</b>	
<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent	<input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent
Executive / Managerial Supervisors Non-Supervisors Staff		General Public Other Agencies Others (Please Specify): _____	
<b>18. WORKING CONDITION</b>			
<input type="checkbox"/> Office Work <input type="checkbox"/> Field Work		<input checked="" type="checkbox"/> Other/s (Please Specify)	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Responsible in the provision of veterinary related services for the improvement of livestock and promotion of animal welfare in the municipality.			

Republic of the Philippines  
**MUNICIPALITY OF NAGTIPUNAN**

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that JEFREY R. BALLANG has assumed the duties and responsibilities as MUNICIPAL VETERINARIAN of Office for Veterinary Services effective October 14, 2021.

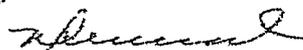
This certification is issued in connection with the issuance of the appointment of Mr. Ballang as Municipal Veterinarian.

Done this 14<sup>th</sup> day of October, 2021 in Nagtipunan, Quirino.

~~ARNEL R. FIESTA~~  
Acting Municipal Mayor  
21-12194

Date: October 14, 2021

Attested by:

  
VIVERLYN D. PASCUAL  
SAO/Acting HRMO

201 file  
Admin  
COA

*For submission to CSCFO  
within 30 days from the  
date of assumption of the  
appointee*

REPUBLIC OF THE PHILIPPINES  
MUNICIPALITY OF NAGTIPUNAN

OATH OF OFFICE

I, Jefrey R. Ballang of Barangay Wasid, Nagtipunan, Quirino having been appointed to the position of Municipal Veterinarian 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.

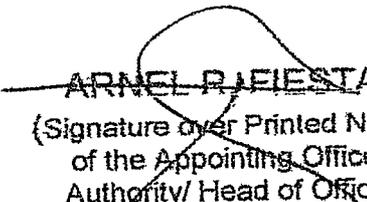
SO HELP ME GOD.

  
JEFREY R. BALLANG  
(Signature over Printed Name  
of the Appointee)

Government ID: Company ID  
ID Number : 121589  
Date Issued : 07/16/19

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Subscribed and sworn to before me this 14<sup>th</sup> day of October, 2021 in  
Nagtipunan, Quirino, Philippines.

  
ARNEL R. FIESTA  
(Signature over Printed Name  
of the Appointing Officer/  
Authority/ Head of Office)  
21-12134