



Republic of the Philippines
Regional Field Office No. 02
Tuguegarao City, Cagayan
Tel. Nos. 844-1331 Fax Nos. 844-1031
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ISO 9001-2015 Certified No CIP/5310/17/11/1015



February 28, 2022

DARFO2-FOD-NLP- 65-d - 24-05-005

SPECIAL ORDER

No. 077

Series of 2022

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

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 Enrile, Cagayan 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
-o0o-

I ♥ Quirino
Proud to be a QUIRINIANO

PROVINCIAL VETERINARY OFFICE

1ST 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;

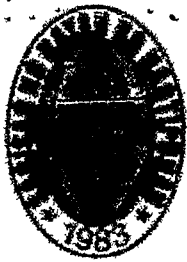
- | | | |
|----------------------------|---|-------------------------------------|
| 1. DR. GIOVANNI M. DULNUAN | – | AT- Provincewide |
| 2. JULIUS R. MANGACCAT | – | AT- Provincewide |
| 3. MYLENE F. AGUSTIN | – | AT- Provincewide |
| 4. DR. JEFREY R. BALLANG | – | Municipal Veterinarian - Nagtipunan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

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
 (Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with
 parenthetical title

Municipal Veterinarian

2. ITEM NUMBER

211

3. SALARY GRADE

SG-24/1

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- Province
 City
 Municipality

- 1st Class
 2nd Class
 3rd Class
 4th Class

- 5th Class
 6th Class
 Special

5. DEPARTMENT, CORPORATION OR AGENCY/
 LOCAL GOVERNMENT

Local Government Unit of Nagipunan

6. BUREAU OR OFFICE

n/a

7. DEPARTMENT / BRANCH / DIVISION

Office for Veterinary Services

8. WORKSTATION / PLACE OF WORK

Nagipunan, Quirino

9. PRESENT APPROP. ACT. / 10. PREVIOUS APPROP. ACT.

S.B. Appropriation Ordinance No. 2020-03 s. 2020

11. SALARY AUTHORIZED

P 78,068.00/mo.

12. OTHER COMPENSATION

RATA/PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

n/a

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Municipal Mayor

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

n/a

ITEM NUMBER

n/a

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Stethoscope, thermometer, syringes, record book, Laptop, Printer/Projector, signing pen, ball pen, pencil, etc.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>

17b. External	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Please Specify):		

18. WORKING CONDITION

Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Responsible in the provision of veterinary related services for the improvement of livestock and promotion of animal welfare in the municipality.

CS Form No. 4
Revised 2018

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.

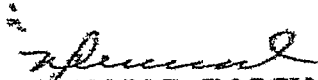
Done this 14th day of October, 2021 in Nagtipunan, Quirino.

~~ARNEL R. FIESTA~~
Acting Municipal Mayor

~~21-12194~~

Date: October 14, 2021

Attested by:


VIVERLYN D. PASCUAL
SAO/Acting HRMO

201 file
Admin
COA

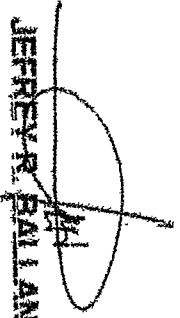
**For submission to CSCFO
within 30 days from the
date of assumption of the
appointee**

REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF NAGTIPUNAN

OATH OF OFFICE

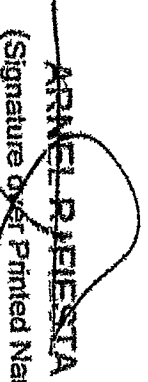
I, Jeffrey R. Ballana of Barangay Wasid, Nagtipunan, Quirino having been appointed to the position of Municipal Veterinarian hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic 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.


JEFFREY R. BALLANA
(Signature over Printed Name
of the Appointee)

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

Subscribed and sworn to before me this 14th day of October, 2021 in Magipunan, Quirino, Philippines.


ARNEL P. PIESTIA
(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)
21-12194