



Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**

Maynila

JAN 10 2003

0917.13 DPWH  
01-10-2003

DEPARTMENT ORDER

NO. **39**  
Series of 2003 *01-10-2003*

SUBJECT: DETAIL OF MR. ARISTEO O.  
REYES AS SPECIAL ASSISTANT  
TO THE DIRECTOR OF  
COMPTROLLERSHIP AND  
FINANCIAL MANAGEMENT  
SERVICE

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In the interest of service and pursuant to Sections 6 and 37 of Executive Order No. 124 dated January 30, 1987, and pursuant to my Memorandum dated January 6, 2003, **Mr. ARISTEO O. REYES**, Fiscal Controller V, Region I, is hereby detailed on a full time basis as a Special Assistant to the Director of Comptrollership and Financial Management Service (CFMS).

Under and by virtue of this order, Mr. Reyes is directed to perform the duties and assume the responsibilities as follows:

1. Assist with the preparation of the Department's financial statements and the notes to the financial statements.
2. Analyze the Department's Trial Balance and subsidiary ledgers, and make any necessary corrections to it.
3. Serve as member of New Government Accounting System (NGAS) Steering Committee under Department Order No. 182, series of 2002.
4. Assist with the implementation of the Processing of Disbursements under Department Order No. 1 series of 2003.
5. Review the Departments remittances to the Bureau of Internal Revenue (BIR) and make recommendations to improve the process and resolve any outstanding issues with past remittances.
6. Review the policies, procedures and practices of the Department regarding GSIS for contractual and casual employees, and make recommendations to improve the policies, procedures, and practices.
7. Serve as a member of all Business Improvement Implementation Projects (BIIPS) related to financial management under the Road Information and Management Support System (RIMSS) project.
8. Assist with the resolution of all Commission of Audit (COA) audit findings.
9. Perform other duties as may be assigned by the Director of CFMS.

This Order shall take effect immediately and supersede all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith and remain effective until revoked by the Secretary.

  
**SIMEON A. DATUMANONG**  
Secretary