Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

February 1, 2018

**SPECIAL ORDER**
**NO. 138**
Series of 2018

**SUBJECT : DESIGNATION OF OFFICER-IN-CHARGE IN THE OFFICE OF THE ASSISTANT SECRETARY FOR LIVESTOCK**

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In the interest of service, **ATTY. JANE C. BACAYO, Director,** Project Development Service is hereby designated as Officer-in-Charge of the Office of the Assistant Secretary for Livestock on February 7-12, 2018 while **Assistant Secretary ENRICO P. GARZON, JR.** is on official travel abroad.

As such, Director Bacayo shall perform the inherent functions of the above designation, concurrent with his regular duties and responsibilities, and other tasks that may be assigned by the Secretary.

As a matter of procedure, all documents requiring action of the Officer-in-Charge shall be submitted to the Office of the Assistant Secretary for Livestock tracking system for recording purposes. Release of the documents shall likewise be done through the said office tracking system.

This Order shall take effect on the above mentioned dates and will be automatically revoked upon the return of Assistant Secretary Garzon, Jr.

**EMMANUEL F. PINOL**
Secretary

DEPARTMENT OF AGRICULTURE
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