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

December 12, 2018

SPECIAL ORDER
No. 1244
Series of 2018

SUBJECT: AUTHORITY OF MS. BELLA H. ARTIEDA TO SIGN OFFICIAL DOCUMENTS RELATIVE TO PERSONNEL MATTERS

In the exigency of the service, authority is hereby given to **MS. BELLA H. ARTIEDA,** Supervising Administrative Officer of the Personnel Division, to act and sign on the Personal Data Sheets (PDS), Service Records and Application for Leave of the DA officials and employees in the portion where the signature of Personnel Officer is required.

In addition, Ms. Artieda is authorized to sign all documents pertaining to personnel matters in case of official travels and personal leaves of the Chief of Personnel Division.

This Order shall take effect immediately and shall remain in force until revoked in writing.

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-12-18-0250
Received : 12/17/2018 08:14 AM