



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 720

Series of 2019

SUBJECT: DESIGNATION OF MS. LOURDES B. PLECHAS AS OFFICER-IN-CHARGE, CHIEF, RECORDS DIVISION

Due to exigency of the service, **MS. LOURDES B. PLECHAS**, Supervising Administrative Officer, is hereby designated as **OFFICER-IN-CHARGE, CHIEF, RECORDS DIVISION**.

As such, she shall perform the functions, duties and responsibilities inherent to this designation and such others as may be directed by the Secretary, concurrently with her regular functions.

She is entitled to RATA and to payment of all expenses that may be incurred in the performance of her duties and responsibilities per this designation, such as travelling, *per diem* and other incidental expenses which shall be chargeable against DA- OSEC Funds, subject to the applicable government accounting and auditing rules and procedures.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, DA-Service Units and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to OIC-Chief Plechas in the performance of her duties and responsibilities.

This designation shall take effect immediately upon the receipt hereof by Ms. Plechas and shall remain valid for period of one (1) year.

All orders and memoranda inconsistent herewith are deemed revoked.

Done, this 28th day of August 2019 in Quezon City.


WILLIAM D. DAR, Ph.D.
Acting Secretary

DEPARTMENT OF AGRICULTURE

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