



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

**SPECIAL ORDER**

No. 245  
Series of 2020

**SUBJECT: DESIGNATION OF MS. ADAMAR A. ESTRADA AS OFFICER-IN-CHARGE OF THE SPECIAL PROJECTS COORDINATION AND MANAGEMENT ASSISTANCE DIVISION (SPCMAD) FROM MARCH 13 TO JUNE 14, 2020**

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In the interest of the service and in view of the training of Mr. U-Nichols A. Manalo under the Borlaug Fellowship, Ms. Adamar A. Estrada is hereby designated as Officer-in-Charge (OIC) of the Special Projects Coordination and Management Assistance Division (SPCMAD) from March 13 to June 14, 2020.

As designated OIC, she is entitled to RATA and all expenses that may be incurred in the performance of her duties and responsibilities as OIC such as travelling, per diems and other available incidental expenses which shall be charged against the funds of DA-OSEC and other available funds, subject to availability of funds and existing government accounting and auditing rules and regulations.

This Order shall take effect on March 13, 2020 and shall be revoked upon the return of Mr. Manalo.

Done this 24 day of February 2020.

**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
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