



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

SPECIAL ORDER

No. 594
Series of 2020

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

In the interest of the service, **MS. JESELYN B. SANTOS**, Supervising Administrative Officer, is hereby designated as **OFFICER-IN-CHARGE, CHIEF, RECORDS DIVISION**

As such, Ms. Santos shall perform the functions, duties and responsibilities inherent to the aforesaid designation and such others as may be directed by the Secretary.

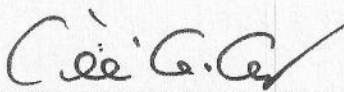
All expenses that may be incurred in the performance of her duties and responsibilities, such as RATA, travelling, per diems and other incidental expenses shall be chargeable against the funds of DA-OSEC, and other available funds, subject to the usual government accounting and auditing rules and regulations.

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 Ms. Santos in the performance of her duties and responsibilities.

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

All orders and memoranda inconsistent herewith are deemed revoked.

Done this 17th day of August 2020.


WILLIAM D. DAR, Ph.D.
Secretary



DEPARTMENT OF AGRICULTURE
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with prosperous farmers and fisherfolk*

