



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

**SPECIAL ORDER**

No. 625

Series of 2020

**SUBJECT: DESIGNATION OF MS. JESSAMIN B. ARANAS AS OFFICER-IN-CHARGE, CHIEF, PERSONNEL DIVISION**

Due to exigency of the service, **MS. JESSAMIN B. ARANAS**, Administrative Officer V, is hereby designated as **OFFICER-IN-CHARGE, CHIEF, PERSONNEL 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.

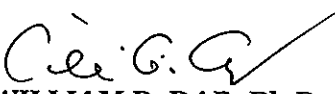
She is entitled to RATA and to payment of all expenses that may be incurred in the performance of her duties and responsibilities per this designation, such as travelling, *per diem* and other incidental expenses which shall be chargeable against DA- OSEC Funds, subject to the applicable government accounting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

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

All orders and memoranda inconsistent herewith are deemed revoked.

Done, this 28<sup>th</sup> day of August 2020 in Quezon City.

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

DEPARTMENT OF AGRICULTURE  
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with prosperous farmers and fisherfolk*

