



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

SPECIAL ORDER

NO. 249

Series of 2021

SUBJECT : OFFICER-IN-CHARGE TO THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE

In the interest of the service, and to facilitate the continuous processing of official documents of the Office of the Undersecretary for Administration and Finance, **DR. LEOCADIO S. SEBASTIAN**, Undersecretary and Chief of Staff, is hereby designated as Officer-in-Charge of the said office, in view of the leave of absence of Undersecretary Roldan G. Gorgonio.

As such, Dr. Sebastian shall perform such duties and responsibilities to ensure that the day-to-day operations of the subject office are effectively carried out.

In addition, Dr. Sebastian shall perform all functions inherent the above designation, including: (a) functions as Head of the Procuring Entity; and (b) signing of all official documents such as contracts (e.g. contracts of service) and correspondences.

As a matter of procedure, all official documents requiring action shall be submitted to the Office of the Undersecretary for Administration and Finance (OUAF) for tracking and recording purposes. Likewise, the release of documents shall be coursed through the OUAF. The receipt by and release of documents from the said office shall be entered into and monitored through its Online Document Tracking System.

This Order takes effect immediately and shall be automatically revoked upon the return to and resumption of work by Undersecretary Gorgonio.

Done this 24th day of March 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with prosperous farmers and fisherfolk

