



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

SPECIAL ORDER

No. 398
Series of 2021

Subject: **DESIGNATION OF MS. JACINTA MARISSA D. OLALAN AS OFFICER-IN-CHARGE OF THE ADMINISTRATIVE AND FINANCE DIVISION, DA-REGIONAL FIELD OFFICE I**

In the exigency of service and consistent with the re-engineering strategies in developing and enhancing potentials of personnel in the Department towards an effective implementation of projects and programs, **MS. JACINTA MARISSA D. OLALAN**, Administrative Officer V, is hereby designated as **OFFICER-IN-CHARGE OF THE ADMINISTRATIVE AND FINANCE DIVISION, DA-REGIONAL FIELD OFFICE I**.

As such, Ms. Olalan shall perform the functions and tasks inherent to this designation in addition to her regular duties, responsibilities, concurrent designations and other directives that may be issued and directed by the Regional Executive Director of DA-Regional Field Office I.

She shall be entitled to RATA, travelling allowances, per diems and other incidental expenses that may be incurred in the performance of her duties and responsibilities in view of this designation, chargeable against DA-RFO 1 funds and other available funds, subject to usual government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force until revoked in writing. All other orders and memoranda inconsistent herewith are deemed revoked.

Done this 8th day of June 2021.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

