



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

**SPECIAL ORDER**

NO. 957

Series of 2021

SUBJECT : **DESIGNATION OF MR. RITCHIE S. ESPIRITU, AS OIC-POOL SERVICES SECTION UNDER THE GENERAL SERVICES DIVISION (GSD) DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE**

In the exigency of service **MR. RITCHIE S. ESPIRITU**, Administrative Officer IV, is hereby designated as OIC of the Pool Services Section and will perform the duties and responsibilities inherent to the designation.

As such, Mr. Espiritu will have the following duties and responsibilities:

1. Assist the OIC-Chief, GSD in directing and supervising all administrative functions of the General Services Division;
2. Facilitate the payment of gasoline, RFID and Easy Trip thru cash advance;
3. May act for in the absence of the OIC-Chief, General Services Division except on policy matters; and
4. Perform other duties as required by the OIC-Chief, GSD.

All other assignments, designations and issuances that are inconsistent with this are hereby revoked. This Order shall take effect immediately.

Done this 27th day of December 2021.

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

DEPARTMENT OF AGRICULTURE  
  
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*with empowered and prosperous farmers and fisherfolk*

