



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

SPECIAL ORDER

No. 69
Series of 2022

SUBJECT : OFFICER-IN-CHARGE TO THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE ON FEBRUARY 12 TO MARCH 8, 2022

In the interest of service, and to facilitate the continuous processing of official documents to the Office of the Undersecretary for Administration and Finance, **ATTY. JANE C. BACAYO**, Assistant Secretary for Administration, is hereby designated as Officer-in-Charge of the said office, in view of the Official Travel of Undersecretary Roldan G. Gorgonio on February 12 to March 6, 2022 to the United States of America.

As such, Atty. Bacayo shall perform such duties and responsibilities to ensure that day-to-day operations of the subject office are effectively carried out and perform other task as directed by the Secretary.

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 OUAF Online Document Tracking System.

This Order shall take effect on February 12, 2022 and shall be automatically revoked upon the return to office of Undersecretary Gorgonio.

All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of February 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

