



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

SPECIAL ORDER

No. 290

Series of 2022

**SUBJECT : DESIGNATION OF MS. SCILLA H. LEGASPI AS
OFFICER-IN-CHARGE, CHIEF OF THE RECORDS DIVISION**

In the exigency of service, **MS. SCILLA H. LEGASPI**, Administrative Officer V is hereby designated as the Officer-in-Charge, Chief of the Records Division.

As such, she shall perform the duties and responsibilities inherent to the position and such others as may be assigned by the Secretary.

She shall be entitled to RATA, travelling allowance, per diems and other incidental expenses that may be incurred in the performance of her functions, duties and responsibilities in view of the designation, chargeable against OSEC funds and other available funds, subject to existing government accounting and auditing rules and procedures.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations and Regional Field Offices are hereby advised to give their full support and cooperation to OIC- Legaspi in the performance of her duties and responsibilities.

This designation shall be operative for a period of one (1) year reckoned from the date of the receipt hereof by OIC-Legaspi unless earlier revoked in writing.

All orders inconsistent herewith are deemed revoked.

Done this 6th day of April 2022.


WILLIAM D. DAR, Ph. D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk*

