



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

SPECIAL ORDER

No. 498
Series of 2022

**SUBJECT DESIGNATION OF ATTY. JANE C. BACAYO AS OFFICER-IN-CHARGE-
UNDERSECRETARY FOR ADMINISTRATION AND FINANCE**

In the interest of service and in accordance with the provisions of Memorandum Circular No. 1 from the Office of the President which provides that "In the exigency of the service and to ensure the continuous delivery of government service - - - Vacancy in the heads of departments, offices, agencies and bureaus where no replacement has been appointed or designated, shall be filled-up by the next-in-rank and most senior official as Officer-in-Charge", **ATTY. JANE C. BACAYO**, Assistant Secretary for Administration and Special Concerns is hereby designated as **OFFICER-IN-CHARGE - UNDERSECRETARY FOR ADMINISTRATION AND FINANCE**, in concurrent capacity with his current duties, responsibilities and designations.


As such, Atty. Bacayo shall perform the functions, duties and responsibilities inherent to the designation and such others as may be directed by the Secretary.

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

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations and Regional Field Offices are hereby directed to give their full support and cooperation to Atty. Bacayo in the performance of his duties and responsibilities.

This order shall take effect immediately until July 31, 2022, or until an appointment or new designation to the said position is made, whichever comes first.

Done this 6th day of July 2022.


LEOCADIO S. SEBASTIAN, Ph.D.
Undersecretary and Head, Transition Team



DA-CO-OSEC-SO20220706-00045

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with empowered and prosperous farmers and fisherfolk

