



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

SPECIAL ORDER

No. 517

Series of 2022

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

In the exigency of service, **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 regular duties and responsibilities and other designations.

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

He is entitled to RATA, travelling expense, per diems and other incidental expenses that may be incurred in the performance of his duties and responsibilities in view of the designation, chargeable against OSEC funds and other available funds, subject to the existing government accounting and auditing rules and regulations.

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

This order shall take effect immediately and shall remain in force until a replacement is hereby designated or appointed. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 24th day of July 2022.

LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Undersecretary and Chief of Staff



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with empowered and prosperous farmers and fisherfolk

