



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

**SPECIAL ORDER**

No. 575  
Series of 2022

**SUBJECT      ASSIGNMENT OF JAN MIGUEL T. MANUEL TO THE OFFICE OF THE  
OIC-DIRECTOR FOR ADMINISTRATIVE SERVICE IN CONCURRENT  
CAPACITY WITH FUNCTIONS UNDER THE PROCUREMENT  
DIVISION**

In the exigency of service, **JAN MIGUEL T. MANUEL**, Administrative Officer V, Procurement Division is hereby assigned to the Office of the OIC-Director for Administrative Service, in concurrent capacity with his functions under the Procurement Division.

As such, Mr. Manuel shall directly report to OIC-Director Abraham P. Guiao and Atty. Melinda D. Deyto, Chief of the Procurement Division, for instructions and assignment.

He is entitled to travelling expenses, per diems and incidental expenses that may be incurred in the performance of his duties and responsibilities in view of the reassignment chargeable against OSEC funds, subject to existing accounting and auditing rules and procedures.

This Order shall take effect on August 16, 2022 and shall remain in force until December 31, 2022 or otherwise earlier revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9th day of August 2022.

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



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*A food-secure and resilient Philippines*

*with empowered and prosperous farmers and fisherfolk*

