



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

**SPECIAL ORDER**

No. 583  
Series of 2022

**SUBJECT: DESIGNATION OF MS. ANTONIETA J. ARCEO AS OFFICER-IN-CHARGE, ASSISTANT DIRECTOR OF AGRICULTURAL TRAINING INSTITUTE (OIC, ASST. DIR.-ATI)**

In the exigency of service, **MS. ANTONIETA J. ARCEO**, Chief, Information Services Division, ATI, is hereby designated as **OFFICER-IN-CHARGE, ASSISTANT DIRECTOR** of ATI (**OIC, ASST. DIR.-ATI**).


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

She shall be entitled to RATA, travelling expenses, 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 ATI 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, Service Units and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to OIC-Asst. Dir. A. Arceo in the performance of her duties and responsibilities.

This Order shall take effect immediately and shall remain in force until superseded and/or revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 11th 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

