



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

**SPECIAL ORDER**

No. 589  
Series of 2022

**SUBJECT: DESIGNATION OF CARMENCITA V. KAGAOAN, PH.D. AS DEPUTY CHIEF OF STAFF**

In the exigency of service, **CARMENCITA V. KAGAOAN, Ph.D.**, OIC-General Manager of Human Settlements Development Corporation (HSDC) is hereby designated as **DEPUTY CHIEF OF STAFF** (Deputy CoS) in concurrent capacity.

As such, Dr. Kagaoan shall perform the following functions, duties and responsibilities:

- Assist the undersigned in the day to day activities of the OSEC;
- Provide technical advice to the undersigned on matters related to the operations of the Department, different bureaus, attached agencies, corporations, RFOs and banner programs;
- Responsible for the review, evaluation and recommendation on the documents pertaining to the technical and operational aspects of the different bureaus, attached agencies and corporations, regional field offices and banner programs that need the action of the undersigned;
- Coordinate correspondence and responses pertaining to prospective foreign and local partners and investors;
- Lead in the documentation of the MANCOM/EXECOM meetings and preparation of follow-up memoranda where needed;
- Prepare correspondence for the approval of the undersigned;
- Assist the undersigned in providing supervision and guidance to OSEC staff; and
- Perform other tasks as directed by the undersigned.

She is entitled to travelling expenses, per diems and incidental expenses that may be incurred in the performance of her duties and responsibilities as designated chargeable against OSEC funds and other available funds, subject to existing 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 of this designation and directed to give their full support and cooperation to Dep. Chief of Staff, Dr. Kagaoan in the performance of her duties and responsibilities.

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

Done this 12<sup>th</sup> day of August 2022.

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

*A food-secure*



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*with empowered and prosperous farmers and fisherfolk*

