



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

SPECIAL ORDER No. 631
Series of 2022

SUBJECT: DESIGNATION OF EMPLOYEES IN THE BUDGET DIVISION – CENTRAL OFFICE

In the exigency of service and to ensure the continuous and effective delivery of government services to the public, the following employees in the Budget Division – Central Office are hereby designated as follows:

- **SYLVIA L. RELLOSA**, Supervising Administrative Officer, as Officer-In-Charge (OIC), Chief, Budget Division. She is authorized to sign all transactions and documents related to budget matters.
- **JOEY ANDREW T. ALBOS**, Administrative Officer V, as Officer-In-Charge, Assistant Chief, Budget Division. He is authorized to sign all Obligation Request and Status (ORS) below Ten Thousand Pesos (PhP 10,000.00) and all other documents and transactions for/or in the absence of the OIC, Chief, Budget Division. He will oversee activities with regard to budget preparation and Congress and Senate hearings;
- **LYNN M. SUÑEGA**, Administrative Officer V, Chief, Allotment Section. She is authorized to sign all Salaries, LDDAP Certification, PAL, Local and Foreign Travels, Mandatory Expenses and for/or in the absence of the OIC, Chief, Budget Division and OIC, Assistant Chief, Budget Division;
- **NELDA A. CABASON**, Administrative Officer V, Chief, Budget Section. She is responsible in all activities stated in the Budget Call as deemed applicable such as Budget preparations, Budget hearings (Congress and Senate), Special Budget Requests (SBRs) and compliance to all other scheduled activities by the Department of Budget and Management (DBM) and other oversight committees.

As such, they shall perform the functions, duties and responsibilities inherent to their designations and such others as directed by their Superiors.

Ms. Rellosa is entitled to RATA, travelling expenses, per diems and incidental expenses that may be incurred in the performance of her duties and responsibilities chargeable against OSEC funds and other available funds, subject to existing budgeting, accounting and auditing rules and regulations.

Likewise, in the performance of their duties, Mr. Albos, Ms. Suñega and Ms. Cabason are entitled to remunerations and other allowances commensurate to their designations subject to existing budgeting, accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until superseded and/or revoked in writing.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 9th day of September 2022.


DOMINGO F. PANGANIBAN
Senior Undersecretary

