



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

SPECIAL ORDER

No. 639

Series of 2022

SUBJECT: DESIGNATION OF MS. SCILLA H. LEGASPI AS OFFICER-IN-CHARGE, CHIEF, HUMAN RESOURCE DEVELOPMENT DIVISION, ADMINISTRATIVE SERVICE, DA-CENTRAL OFFICE

In the exigency of service, **MS. SCILLA H. LEGASPI**, Administrative Officer V, is hereby designated as **OFFICER-IN-CHARGE, CHIEF, HUMAN RESOURCE DEVELOPMENT DIVISION, ADMINISTRATIVE SERVICE, DA-CENTRAL OFFICE.**

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

She is entitled to RATA, travelling expenses, per diems and incidental expenses that may be incurred in the performance of her functions, 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 Ms. Legaspi 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 9th day of September 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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