



SPECIAL ORDER

NO. 356
Series of 2023

**SUBJECT: DESIGNATION OF MS. JAICEL V. GARCIA AS OFFICER-IN-CHARGE,
ARCHIVES AND FILE MANAGEMENT SECTION OF THE RECORDS
DIVISION**

In the interest of service and in view of the newly created Ad Hoc Sections of the Records Division, **Ms. JAICEL V. GARCIA**, Administrative Assistant II, is hereby designated as Officer-in-Charge, Archives and File Management Section.

As such, Ms. Garcia shall perform the functions, duties and responsibilities for the aforesaid designation and such other tasks as may be directed by the Chief, Records Division.

All expenses that may be incurred in the performance of her duties and responsibilities such as travelling, per diems and other incidental expenses shall be chargeable against the funds of DA-OSEC, and other available funds, subject to usual government accounting and auditing rules and regulations.

This order shall take effect immediately until revoked in writing. All other orders inconsistent herewith are deemed revoked.

Done this 28th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary

