



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

SPECIAL ORDER

No. 523
Series of 2023

SUBJECT: DESIGNATION OF ATTY. JANE C. BACAYO AS OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE ON MAY 3-8, 2023

In the interest of service and in view of the official travel of Undersecretary Agnes Catherine T. Miranda to Dubai, United Arab Emirates to attend in the 2023 Global Summit of Women and its Ministerial Roundtable on 3-8 May 2023, **ATTY. JANE C. BACAYO**, Assistant Secretary for Administration is hereby designated as Officer-in-Charge to the Office of the Undersecretary for Administration and Finance.

As such, Atty. Bacayo shall perform the functions, duties and responsibilities inherent to the aforesaid designation in addition to his regular functions.

As a matter of procedure, all official documents requiring action shall be submitted through the Office of the Undersecretary for Administration and Finance for tracking and recording purposes.

This Order shall take effect on May 3, 2023 and shall be automatically revoked upon the return to office of Undersecretary Miranda.

All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 2nd day of May 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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