



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



DA.CO-ASECR-SO20230525-00007

Special Order

No. 669
Series of 2023

SUBJECT : AUTHORITY FOR MR. LEE ANDREW M. CALIMUTAN TO SIGN DOCUMENTS ON BEHALF OF THE ASSISTANT SECRETARY FOR REGULATIONS

To facilitate the transactions at the Office of the Assistant Secretary for Regulations (OASR) whenever the Assistant Secretary for Regulations is on official trip or on leave of absence, **MR. LEE ANDREW M. CALIMUTAN**, Executive Assistant III, is hereby authorized to sign simple office documents such as but not limited to:

1. Accomplishment Reports, Daily Time Records, and Certificates of Job Acceptance of all Contract of Service Personnel of the OASR;
2. Confirmation indicating the use of Government Services by the OASR i.e. telephone bills;
3. Gate Pass, Personnel Locator for OASR personnel and Certificate of Appearance for the guests/visitors of OASR; and
4. Varied request forms.

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

Done this 1st day of June 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary