



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

**SPECIAL ORDER**

No. 784  
Series of 2023

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

In the exigency of service and in view of the official travel of **Undersecretary Agnes Catherine T. Miranda** to Busan, Korea to attend and participate in the 2023 Global Saemaul Undong Ministerial Meeting on July 3-8, 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, recorded and released through the Office of the Undersecretary for Administration and Finance Document Tracking System for recording purposes.

This Order shall take effect on July 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 26th day of June 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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