



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

**SPECIAL ORDER**

No. 810

Series of 2023

**SUBJECT: DESIGNATION OF ATTY. JANE C. BACAYO AS UNDERSECRETARY -  
DESIGNATE FOR ADMINISTRATION**

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In the exigency of service, **ASSISTANT SECRETARY JANE C. BACAYO** is hereby designated as **UNDERSECRETARY-DESIGNATE FOR ADMINISTRATION**.

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

He is entitled to RATA, travelling expenses, per diems and other incidental expenses that may be incurred in the performance of his functions, duties and responsibilities in view of the designation, chargeable against OSEC funds and other available funds, subject to the 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 Undersecretary-Designate Bacayo in the performance of his duties and responsibilities.

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

Done this 6th day of July, 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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