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OFFICE OF THE SECRETARY
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DA-CO-AS-SO20230728-00169

SPECIAL ORDER

No. 934

Series of 2023

SUBJECT : DESIGNATION OF MR. ANTHONY R. VILLANUEVA, SUPERVISING ADMINISTRATIVE OFFICER, AS OFFICER-IN-CHARGE DURING OFFICIAL TRAVEL OR OFFICIAL LEAVE OF ABSENCE OF THE CHIEF OF DA RECORDS DIVISION

In the exigency of service, and to ensure continuous operations in the DA Records Division, **MR. ANTHONY R. VILLANUEVA**, Supervising Administrative Officer, is hereby designated as **OFFICER-IN-CHARGE** of the said division during official travel or personal leave of absence of **MS. SUSAN L. DEL ROSARIO**, Chief of DA-Records Division.

As such, Mr. Villanueva shall perform the duties and responsibilities inherent to the designated position in addition to his regular functions as Supervising Administrative Officer of DA Records Division.

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

Done this 1st day of August 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary