



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1094

Series of 2023

SUBJECT : DESIGNATION OF MS. JAICEL V. GARCIA AS SECTION CHIEF OF THE ARCHIVES AND FILES MANAGEMENT SECTION OF THE RECORDS DIVISION

In the interest of service, **MS. JAICEL V. GARCIA**, Administrative Officer III, is hereby designated as **CHIEF, ARCHIVES AND FILES MANAGEMENT SECTION**, an ad-hoc section at the **RECORDS DIVISION**.

As such, Ms. Garcia shall perform the functions, duties and responsibilities inherent to the designation and such others as may be directed by the Chief of the Records Division.

All expenses that may be incurred in the performance of her duties and responsibilities such as travelling, per diems and other incidental expenses shall be charged against the funds of DA-OSEC and other available funds, subject to usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. Special Order No. 356, Series of 2023 and all orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 6th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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