



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1215  
Series of 2023

**SUBJECT: DESIGNATION OF OFFICER IN CHARGE, MANAGEMENT DIVISION**

In the exigency of service and to ensure continuous operation and delivery of service of the Management Division, the following are hereby designated as **OFFICER-IN-CHARGE** of the said Division, whenever **MS. JOCELYN O. MOGADO**, Chief, Management Division, is on official leave or leave of absence, in the following order:

1. **MS. ANA MARIA DT. GUATNO** Supervising Administrative Officer
2. **MS. ANABELLE T. EDANG** Administrative Officer V

As such, they shall perform the functions, duties and responsibilities inherent to the above designation, in addition to their regular functions.

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

Done this 28th day of September 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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