



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. *1360*

Series of 2023

SUBJECT : DESIGNATION OF ATTY. ALVIN JOHN F. BALAGBAG, HEAD EXECUTIVE ASSISTANT AS CHIEF OF STAFF

In the exigency of service, **HEAD EXECUTIVE ASSISTANT ATTY. ALVIN JOHN F. BALAGBAG** is hereby designated as **CHIEF OF STAFF** in concurrent capacity with his regular functions, duties and responsibilities and other designations.

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

He is entitled to travelling expenses, per diem and other incidental expenses that may be incurred in the performance of his functions, duties and responsibilities, chargeable against OSEC funds and other available funds, subject to existing government 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 HEA Balagbag in the performance of his duties and responsibilities.

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

Done this *8th* day of *November*, 2023.

FRANCISCO TIU LAUREL, JR.
Secretary



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