



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1499
Series of 2023

SUBJECT: DESIGNATION OF ATTY. ALVIN JOHN F. BALAGBAG AS OFFICER-IN-CHARGE TO THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS AND DEPARTMENT LEGISLATIVE LIAISON OFFICER

In the interest of service and in view of the personal travel of Atty. Genevieve E. Velicaria-Guevarra to the United States of America from December 26, 2023 to January 5, 2024, **ATTY. ALVIN JOHN F. BALAGBAG**, Head Executive Assistant and Chief of Staff is hereby designated as **OFFICER-IN-CHARGE TO THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS AND DEPARTMENT LEGISLATIVE LIAISON OFFICER**.

As such, he shall perform the functions, duties and responsibilities inherent to the aforesaid designation and such others as directed by the Secretary in concurrent capacity with his regular functions, duties, responsibilities and other designations.

As a matter of procedure, all official documents requiring action of the OIC shall be submitted and released through the Office of the Assistant Secretary for Legislative Affairs and Department Legislative Liaison Officer for tracking and recording purposes.

This Order shall take effect on December 26, 2023 and shall be automatically revoked upon the return to office of Assistant Secretary Velicaria-Guevarra.

All Orders, Memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 14th day of DECEMBER 2023.

FRANCISCO P. TIU LAUREL JR.
Secretary



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