



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER No. 111
Series of 2024

SUBJECT: DESIGNATION OF EMPLOYEES IN THE BUDGET DIVISION – CENTRAL OFFICE

In the exigency of service and to ensure the continuous and effective delivery of government services to the public, the following employees in the Budget Division – Central Office are hereby designated and authorized to perform the following functions:

- **JOEY ANDREW T. ALBOS**, Officer-In-Charge (OIC), Chief, Budget Division, is authorized to sign all transactions and documents related to budget matters.
- **SYLVIA L. RELLOSA**, Assistant Chief, Budget Division, is authorized to sign all Obligation Requests and Status (ORS) below Five Hundred Thousand (Php500,00.00); and all other documents and transactions for/or in the absence of the OIC, Chief, Budget Division;
- **LYNN M. SUÑEGA**, Chief, Allotment Section, is authorized to sign all Obligation Requests Status, Salaries, TEVs, LDDAP Certifications, PAL, Local and Foreign Travels, Mandatory Expenses and for/or in the absence of the OIC, Chief, Budget Division and Assistant Chief, Budget Division;
- **NELDA A. CABASON**, Chief, Budget Section, is responsible in all activities stated in the Budget Call as deemed applicable such as, but not limited to, Budget preparation, Budget hearings (Congress and Senate), Special Budget Requests (SBRs) and compliance to all other scheduled activities by the Department of Budget and Management (DBM) and other Oversight Committees.

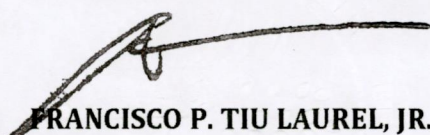
As such, they shall perform the functions, duties, and responsibilities inherent to their designations and such other matters as directed by their superiors.

Mr. Albos is entitled to RATA, traveling expenses, per diems, and incidental expenses that may be incurred in the performance of his duties and responsibilities chargeable against OSEC funds and other available funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Likewise, in the performance of their duties, Mesdames Rellosa, Suñega and Cabason are entitled to remunerations and other allowances commensurate to their designations subject to existing budgeting, accounting, and auditing rules and regulations.

This Order shall take effect on February 1, 2024, shall remain in force until superseded and/or revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 25th day of JANUARY 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary



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