



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 499

Series of 2024

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


In the exigency of service, and in view of the official travel of Atty. Genevieve E. Velicaria-Guevarra to Chicago, Illinois, USA on April 9-21, 2024 to attend and participate in the Specialty Coffee Expo (SCE) 2024, **ATTY. ALVIN JOHN F. BALAGBAG**, Undersecretary for DA Inspectorate and Enforcement and Chief of Staff is hereby designated as **OFFICER-IN-CHARGE, OFFICE OF THE ASSISTANT SECRETARY 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 April 9, 2024 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 8th day of APRIL 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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