



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

NO. 561

Series of 2024

SUBJECT: DESIGNATION OF MS. SUSAN L. DEL ROSARIO AS OFFICER-IN-CHARGE, DIRECTOR, ADMINISTRATIVE SERVICE


In the exigency of service and in view of the personal foreign travel of Atty. ROLAND A. TULAY, Director of Administrative Service, to the United States of America on June 5 – 27, 2024, **MS. SUSAN L. DEL ROSARIO**, Chief of Records Division, is hereby designated as **OFFICER-IN-CHARGE, DIRECTOR OF ADMINISTRATIVE SERVICE**.

As such, she shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by the Secretary in concurrent capacity with her regular functions, duties, and responsibilities.

As a matter of procedure, all documents requiring action of the OIC shall be submitted and released through the tracking system of the Office of the Director, Administrative Service for recording and tracking purposes.

This Order shall take effect on June 5, 2024 and shall be considered revoked upon the official return of Atty. Tulay. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 17th day of April 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary A



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