



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 724  
Series of 2024

**SUBJECT: DESIGNATION OF ATTY. ALVIN JOHN F. BALAGBAG AS OFFICER-IN-CHARGE (OIC), OFFICE OF THE SECRETARY**

In the exigency of service and in view of the official foreign travel of the undersigned to **Brunei Darussalam** on **May 27-29, 2024**, and personal foreign travel to **Singapore** on **May 24-26, 2024**, and **May 30-31, 2024**, **ATTY. ALVIN JOHN F. BALAGBAG**, Undersecretary and Chief-of-Staff is hereby designated as **OIC, OFFICE OF THE SECRETARY**.

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

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

This Order shall take effect on **May 24, 2024** and shall be considered revoked upon the official return of the undersigned. All orders, memoranda, and issuances inconsistent herewith are deemed revoked

Done this 22<sup>nd</sup> day of MAY 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *A*



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