



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

NO. 817  
Series of 2024

**SUBJECT : DESIGNATION OF ASSISTANT SECRETARY ALLEN KRISTOPHER A. ANARNA AS OFFICER-IN-CHARGE OF THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**


In the exigency of service and in view of the official travel of Undersecretary Allan Q. Umali to Lagawe, Ifugao on June 9, 2024 to June 11, 2024, **ASSISTANT SECRETARY ALLEN KRISTOPHER A. ANARNA**, is hereby designated as **OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**.

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 function, duties, and responsibilities.

As a matter of procedure, all official documents requiring action of the OIC shall be submitted through the Office of the Undersecretary for Administration for tracking and recording purposes.

This Order shall take effect on June 10, 2024, and shall be automatically revoked upon the return to Office of Undersecretary Allan Q. Umali. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 7<sup>th</sup> day of JUNE 2024.

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

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