



Masaganang Agrikultura,
Maural na Ekonomiya

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OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 856

Series of 2024


SUBJECT : AUTHORITY FOR MS. MAGDALENA EDITHA A. ALMIRANTE AND MR. LEE ANDREW M. CALIMUTAN TO SIGN DOCUMENTS ON BEHALF OF THE ASSISTANT SECRETARY FOR POLICY AND REGULATIONS

In the exigency of service, and to facilitate the continuous efficient and effective operations at the Office of the Assistant Secretary for Policy and Regulations (OASPR) whenever the Assistant Secretary for Policy and Regulations is on official trip or on leave of absence, **MS. MAGDALENA EDITHA A. ALMIRANTE**, Supervising Administrative Officer, and **MR. LEE ANDREW M. CALIMUTAN**, Executive Assistant III, in such order or succession, are hereby authorized to sign simple office documents:

1. Accomplishment Reports, Daily Time Records, and Certificates of Job Acceptance of all Contract of Service Personnel of the OASPR;
2. Confirmation indicating the use of Government Services by the OASPR (e.g., telephone bills);
3. Gate Pass, Personnel Locator for OASPR personnel and Certificate of Appearance for the guests/visitors of OASPR.

This Order shall take effect immediately and shall remain in force unless revoked in writing. Special Order No. 663, series of 2023, and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 7th day of June 2024.


FRANCISCO P. TIULAUREL JR.
Secretary



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