



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. 962

Series of 2024


SUBJECT : AUTHORITY FOR MS. LOUISE JEANNE A. DELICA AND MR. RICHARD KEVIN M. SANTIAGO TO SIGN DOCUMENTS ON BEHALF OF THE UNDERSECRETARY FOR RICE INDUSTRY DEVELOPMENT

In the exigency of service, and to facilitate the continuous efficient and effective operations at the Office of the Undersecretary for Rice Industry Development (OURID) whenever the Undersecretary for Rice Industry Development is on official trip or on leave of absence, **MS. LOUISE JEANNE A. DELICA**, Executive Assistant IV, and **MR. RICHARD KEVIN M. SANTIAGO**, Senior Administrative 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 OURID;
2. Confirmation indicating the use of Government Services by the OURID (eg.. telephone bills);
3. Gate Pass, Personnel Locator for OURID personnel and Certificate of Appearance for the guests/visitors of OURID.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of July 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

