



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1663

Series of 2024


SUBJECT : AUTHORITY OF MS. JAN MIKAELA M. DELOS SANTOS TO SIGN DOCUMENTS ON BEHALF OF THE SPECIAL ASSISTANT FOR EXPORT DEVELOPMENT

In the exigency of service, and to facilitate the continuous efficient operations at the Office of the Special Assistant for Export Development whenever the Special Assistant for Export Development is on official trip or on leave of absence, **MS. JAN MIKAELA M. DELOS SANTOS**, Executive Assistant III, is hereby authorized to sign simple office documents:

1. Accomplishment Reports, Daily Time Records, Certificate of Appearance and Justification Letter of Export Development Office personnel, and Certificates of Job Acceptance of all Contract of Service Personnel of Export Development Office;
2. Confirmation indicating the use of Government Service by the Export Development Office;
3. Gate Pass and Certificate of Appearance for the guests/visitors of said Office.

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 5th day of NOVEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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