



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1753
Series of 2024

SUBJECT: DESIGNATION OF MS. LILIBETH B. GALLEBO AS ADMINISTRATIVE AND TECHNICAL SUPPORT STAFF TO THE OFFICE OF THE SECRETARY


In the interest of service, **MS. LILIBETH B. GALLEBO**, Project Development Officer III, Bureau of Animal Industry (BAI), is hereby designated as **ADMINISTRATIVE AND TECHNICAL SUPPORT STAFF TO THE OFFICE OF THE SECRETARY**.

As such, she shall report to the Office of the Secretary and shall coordinate BAI's concerns with OSEC and vice-versa, prepare the financial documents of OSEC personnel such as TEV documents, liquidation report, and as travel coordinator of OSEC staff, prepare technical documents and communications, follow up BAI documents, monitor compliance to directives and perform other functions, duties, and responsibilities as assigned by her supervisor.

She shall be entitled to traveling expenses, per diem, and incidental expenses in the performance of her functions, duties and responsibilities in view of the designation chargeable against OSEC funds, and other available funds, subject to existing accounting and auditing rules and regulations.

This Order shall take effect retroactive July 1, 2024 and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 19th day of NOVEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

