



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1818
Series of 2024

SUBJECT: DESIGNATION OF MS. MA. ANGELICA C. UMPIG AS COORDINATOR FOR ADMINISTRATIVE MATTERS OF THE PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (PHILFIDA) TO THE DA CENTRAL OFFICE- RECORDS DIVISION

In the interest of service, **MS. MA. ANGELICA C. UMPIG**, Senior Administrative Assistant III, Philippine Fiber Industry Development Authority (PHILFIDA), is hereby designated as **COORDINATOR FOR ADMINISTRATIVE MATTERS OF PHILFIDA TO THE DA CENTRAL OFFICE- RECORDS DIVISION**.

As such, she shall report to the DA Central Office- Records Division and shall coordinate PHILFIDA's concerns with Records Division and vice-versa, follow up PHILFIDA documents, monitor compliance to directives and perform other functions, duties, and responsibilities as assigned by her supervisor.

She is 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 immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 29th day of November 2024.


FRANCISCO P. TIULA LAUREL JR.
Secretary



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