



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1848
Series of 2024

SUBJECT: DESIGNATION OF MS. LYRMA JOY S. APILADO AS COORDINATOR FOR ADMINISTRATIVE MATTERS OF THE OFFICE OF THE SECRETARY (OSEC) AND PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (PHILFIDA) TO THE INTERIM PROCUREMENT MANAGEMENT SERVICE (IPMS) AND OFFICE OF THE DIRECTOR FOR INITIATIVE ON IDENTIFIED SPECIAL CONCERNS

In the interest of service, **MS. LYRMA JOY S. APILADO**, Administrative Assistant VI, Philippine Fiber Industry Development Authority (PHILFIDA), is hereby designated as **COORDINATOR FOR ADMINISTRATIVE MATTERS OF OSEC AND PHILFIDA TO THE INTERIM PROCUREMENT MANAGEMENT SERVICE (IPMS) AND OFFICE OF THE DIRECTOR FOR INITIATIVE ON IDENTIFIED SPECIAL CONCERNS**.

As such, she shall report to the IPMS and Office of the Director for Initiative on Identified Special Concerns and shall coordinate OSEC and PHILFIDA's concerns with the said offices and vice-versa, follow up OSEC and 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 6th day of December 2024.


FRANCISCO P. TIULA LAUREL JR.
Secretary



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