



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 194  
Series of 2024

**SUBJECT: DESIGNATION OF DIRECTOR ABBEY CHARLES F. GAWARAN AS OFFICER-IN-CHARGE OF THE OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION**

In the exigency of service and in view of the personal foreign travel of Atty. Allen Kristopher A. Anarna, Assistant Secretary for Administration to South Korea on December 23-30, 2024, **ABBAY CHARLES F. GAWARAN**, Director of the Interim Procurement Management Service is hereby designated as **OFFICER-IN-CHARGE (OIC), OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION**.

As such, he shall perform the functions, duties and responsibilities inherent to the designation and such others as directed by the Secretary in concurrent capacity with his regular functions, duties and responsibilities.

As a matter of procedure, all documents requiring the action of OIC shall be submitted and released through the tracking system of the Office of the Assistant Secretary for Administration for recording and tracking purposes.

This Order shall take effect on December 23, 2024, and shall be automatically revoked upon the return to office of Assistant Secretary Allen Kristopher A. Anarna. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 26<sup>th</sup> day of December 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary



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