



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 36

Series of 2025

SUBJECT : REASSIGNMENT AND DESIGNATION OF MS. ALMA T. APDUHAN, MPA, AS SPECIAL SUPERVISING ADMINISTRATIVE OFFICER TO THE BAI VETERINARY QUARANTINE STATIONS IN MINDANAO

In the exigency of service, **MS. ALMA T. APDUHAN, MPA**, Supervising Administrative Officer of the Bureau of Animal Industry-Central Office (BAI-CO) is hereby reassigned and designated as **SPECIAL SUPERVISING ADMINISTRATIVE OFFICER TO THE BAI VQS IN MINDANAO LOCATED IN REGIONS IX, X, XI, XII, XIII AND BARMM**.

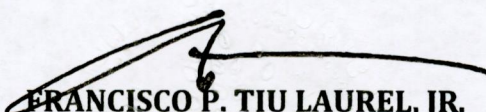
As such, she shall hold office at BAI-VQS XI and shall report to the Chief of VQS XI. She shall perform the following functions, duties and responsibilities:

1. Ensure all financial documents of the VQS stations in Mindanao are in order;
2. Oversee the day to day operations of the following Administrative Units: Procurement, Property, Supply and General Services; and
3. Perform such others as may be directed by the BAI Director.

She is entitled to travelling expenses, per diems and incidental expenses that may be incurred in the performance of her functions, duties and responsibilities as designated, chargeable against BAI funds, subject to existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked on April 01, 2025. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of JAN - 2025.


FRANCISCO P. TIU LAUREL, JR.
Secretary



DA-CO-OSEC-SO20250110-00035