



Republic of the Philippines
OFFICE OF THE SECRETARY
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DA-00-OSEC-SO20241202-00767

SPECIAL ORDER

No. 56

Series of 2025


Subject: **AUTHORITY OF FELICISIMO F. MADAYAG, JR. TO SIGN DOCUMENTS OF STAFF OF OFFICE OF THE ASSISTANT SECRETARY FOR INSPECTORATE AND ENFORCEMENT**

In the exigency of service, **FELICISIMO F. MADAYAG, JR.**, Director IV and Special Assistant to the Office of the Assistant Secretary for Inspectorate and Enforcement is hereby authorized to sign the following documents subject to compliance with relevant government rules and regulations:

1. Daily Time Records;
2. Accomplishment Reports;
3. Certificates of Appearance;
4. Justification Letters;
5. Travel Orders;
6. Certificates of Job Acceptance of all Contract of Service personnel;
7. Official Business;
8. Purchase Requests/Purchase Request Requisition Slip and other attachments;
9. Payroll;
10. Certificates of Travel Completed;
11. Itinerary of Travel;
12. After Activity Reports;
13. Certified True Copy of Documents/Contract;
14. Disbursement Vouchers; and
15. Obligation Request and Status

This Order shall take effect immediately and shall remain in force unless revoked in writing. All other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of JANUARY 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary