



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 177

Series of 2025

SUBJECT: DESIGNATION OF ATTY. ALLEN KRISTOPHER A. ANARNA AS OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

In the exigency of service and in view of the personal foreign travel of Undersecretary for Administration, Allan Q. Umali to San Francisco, California, USA on February 6 -28, 2025, **ATTY. ALLEN KRISTOPHER A. ANARNA**, CPA, Assistant Secretary for Administration is hereby designated as **OFFICER-IN-CHARGE, OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**.

As such, he shall supervise the day to day operation of the Office of the Undersecretary for Administration and such others as directed by the Secretary in concurrent capacity with his regular functions, duties and responsibilities. Further, he is authorized to:

- Sign Special Orders authorizing the conduct and participation in the various DA activities;
- Sign Special Orders on the designation of Special Disbursing Officer;
- Approve "Authority to Hire" of new and renewal of individual contracts of Contract of Service and Job Order personnel (Administrative Order No. 12, Series of 2024); and
- Approve request for authority to travel abroad for personal reason of Division Chief and below positions at the DA-Central Office, Regional Field Offices, Bureaus, Attached Agencies and Corporation per GMO No. 04, Series of 2024.

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

This Order as well as the authorities mentioned above shall take effect on February 6, 2025 and shall be considered revoked upon the return of Undersecretary Umali to office. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of FEBRUARY 2025.

FRANCISCO P. TIULA LAUREL JR.
Secretary



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