



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

No. 211  
Series of 2025

**SUBJECT : AUTHORITY FOR MS. PAMELA KRISTINE A. CRUZ AND MR. RICHARD KEVIN M. SANTIAGO TO SIGN DOCUMENTS ON BEHALF OF THE UNDERSECRETARY FOR RICE INDUSTRY DEVELOPMENT**

In the exigency of service, and to facilitate the continuous efficient and effective operations at the Office of the Undersecretary for Rice Industry Development (OURID) whenever the Undersecretary for Rice Industry Development is on official trip or on leave of absence, **MS. PAMELA KRISTINE A. CRUZ**, Executive Assistant IV, and **MR. RICHARD KEVIN M. SANTIAGO**, Senior Administrative Assistant III, in such order or succession, are hereby authorized to sign simple office documents as follows:

1. Accomplishment Reports, Daily Time Records, and Certificates of Job Acceptance of all Contract of Service Personnel of the OURID;
2. Confirmation indicating the use of Government Services by the OURID (eg. telephone bills); and
3. Gate Pass, Personnel Locator for OURID personnel and Certificate of Appearance for the guests/visitors of OURID.

This Order shall take effect immediately and shall remain in force unless revoked in writing. Special Order No. 962, Series of 2024 and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4<sup>th</sup> day of FEBRUARY 2025.

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



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