



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 276
Series of 2025

SUBJECT: DESIGNATION OF MS. JANE L. OÑATE AS COORDINATOR FOR ADMINISTRATIVE MATTERS OF THE NATIONAL DAIRY AUTHORITY (NDA) TO THE OFFICE OF THE SECRETARY AND OFFICE OF THE UNDERSECRETARY FOR LIVESTOCK


In the interest of service, **MS. JANE L. OÑATE**, Liaison and Technical Staff, National Dairy Authority (NDA), is hereby designated as **COORDINATOR FOR ADMINISTRATIVE MATTERS OF NDA TO THE OFFICE OF THE SECRETARY AND OFFICE OF THE UNDERSECRETARY FOR LIVESTOCK**.

As such, she shall report to the Office of the Secretary and Office of the Undersecretary for Livestock and shall coordinate NDA's concerns with OSEC and vice-versa, follow up NDA documents, monitor compliance to directives and perform other functions, duties, and responsibilities as assigned by her supervisor.

She is entitled to traveling expenses, per diem, and incidental expenses in the performance of her functions, duties and responsibilities in view of the designation, chargeable against OSEC funds and other available funds, subject to existing accounting and auditing rules and regulations.

This order shall take effect on January 6, 2025 and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 21st day of Feb. 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary

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DEPARTMENT OF AGRICULTURE
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