



April 18, 2024

MEMORANDUM ORDER

No. 122
Series of 2024

SUBJECT: SUCCESSION PLAN ON THE DELEGATION OF AUTHORITY IN THE PAYROLL UNIT, ADMINISTRATIVE DIVISION

In the exigency of the service, the Delegation of Authority in the Payroll Unit, Administrative Division:

Name	Position/Designation
1. Ms. Celeste F. Gambol	<i>OIC, Payroll Unit</i>
2. Mr. Manuelito E. Macapaz Jr.	<i>Administrative Officer IV</i>
3. Ms. Lew Genesis C. Almero	<i>Administrative Aide IV</i>

As such, in the absence of the OIC, Payroll Unit, the next-in-rank shall act on the day-to-day operation of the office as well as urgent concerns that require immediate action. They are directed to perform all the duties and responsibilities inherent to their respective designation in addition to their present workload.

This Order shall take effect immediately and shall supersede all other orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director