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February 13, 2023

MEMORANDUM ORDER
No. 47
Series of 2023

SUBJECT: SUCCESSION PLAN ON THE DELEGATION OF AUTHORITY IN THE RECORDS SECTION, ADMINISTRATIVE DIVISION

In the interest of the service and in order to ensure the smooth flow of day-to-day operations in the office, the succession plan on the Delegation of Authority in the Records Section, Administrative Division shall be in the following order:

Name	**Designation**
1. Mr. Valerio F. Colis Jr.	*Officer-In-Charge* Records Section
2. Janete C. Rocero	*Administrative Officer III*

As such, in the absence of the OIC, Records Section, the next-in-rank shall act on the office's day-to-day operations 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 upon signing and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director