Department of Agriculture
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June 5, 2023

MEMORANDUM ORDER

No. 166
Series of 2023

SUBJECT: SUCCESSION PLAN ON THE DELEGATION OF AUTHORITY IN THE HUMAN RESOURCES 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 Human Resources Section, Administrative Division shall be in the following order:

	NAME	DESIGNATION/POSITION
1.	Ellaine T. Molon	OIC, Human Resources Section
2.	Manuelito E. Macapaz Jr.	Administrative Officer IV
3.	Emerald D. Suñga	Administrative Assistant II
4.	Joshua P. Verdera	Administrative Aide VI
5.	Lew Genesis C. Almero	Administrative Aide IV

As such, in the absence of the Officer-In-Charge, the next-in-rank shall act on the day-to-day operations 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 upon signing and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director