



Republic of the Philippines  
Ministry of Natural Resources  
OFFICE OF THE MINISTER  
Diliman, Quezon City

October 20, 1981

SPECIAL ORDER  
NO. 294  
Series of 1981

SUBJECT: Designating official/employee as Officer-in-Charge of division/section whenever the Division and Section Chiefs is on leave, absent or on official business outside the office of the Administrative Service, MNR.


In the interest of the service, and in order that there shall be a smooth and continuing flow of work emanating from the different divisions/sections of the Administrative Service, MNR the following official/employee are hereby designated as officer-in-charge of the division/section, whenever the Chief is on official leave, absent or on official business outside the office as indicated below:

<u>DIVISION/SECTION</u>	<u>CHIEF OR OIC</u>	<u>DESIGNATED OIC</u>
General Service Division	Benjamin A. Agua	To be rotated among Section Chiefs
Cash & Disbursement Section	Estela A. Santos	Conchita de Leon
Records & Documents Section	Ligaya de Castro	Maria R. Rodriguez
Property & Supply Section	Ernesto B. Jarabe	Jose Antonio
Building Maintenance Section	Raymundo Refugio	Asterio Clavero
Motor Pool Section	Bernardo Gatdula	Juanito Cachola
Information Division	Amando Dayrit	Irma Paulme
Library Section	Carmen Rosal	Rosita de Guzman

As such, they shall assume all the duties, functions, and responsibilities of their chiefs in addition to their regular duties.

This order shall take effect immediately and remain in force until revoked in writing.

By Authority of the Minister:

  
ANTONIO Y. CAPAY  
Assistant Secretary