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PERSONNEL ORDER NO. 2025-017

SUBJECT : **DESIGNATION OF CONCURRENT ACTING HEADS OF THE OFFICE OF THE COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK AND CORPORATE POLICY AND PLANNING DEPARTMENT**

In the interest of the service, the following designations are hereby implemented effective on the dates indicated therein:

NAME	DESIGNATION	EFFECTIVITY
ATTY. ALAN C. ORTIZ Department Manager III Policy Research and Governance Department	Concurrent Acting Head Office of the Commission Secretary, Compliance Officer and Executive Commission Clerk	01 February 2025
COLETTE H. CORDIAL Vice President Management Services and Planning Division	Concurrent Acting Head Corporate Policy and Planning Department	Upon approval

Pursuant to Civil Service Commission Memorandum Circular No. 14, s. 2018, these designations shall take effect for a maximum period of one (1) year. However, these may be renewed every year in the exigency of the service but not to exceed two (2) years.

ROBERT JOSEPH MONTES DE CLARO
President & CEO

18 FEB 2025
Date

(Personnel Matters – Others)
(Prepared by: Organizational Planning and Staffing Department)

A CERTIFIED TRUE XEROX COPY
AISA O. GUEVARRA
SEA, HRMG