SPECIAL ORDER NO. 421  
Series of 2011

In the interest of the service, **MS. GENEVIEVE C. AGUILAR-ARDIEN TE**, Chief Labor and Employment Officer, Clients Services Division, Government Placement Branch, is hereby re-assigned as Chief at the Balik-Manggagawa Processing Division (BMPD), Landbased Center.

As such, **MS. GENEROSA M. PINGOL**, currently the Officer-In-Charge (OIC) of the BMPD, is hereby directed to clear herself from all property, reportorial and monetary accountabilities and shall perform her functions as Supervising Labor and Employment Officer at the said Division. Likewise, Ms. Pingol shall ensure a proper turn-over of all the pending assignments, programs or projects of BMPD to Ms. Ardiente so as not to disrupt the smooth operations of the said Division.

Further, **MS. MILAGROS A. SANTOS**, Senior Labor and Employment Officer, is hereby designated as Officer-In-Charge of the Clients Services Division. She is entitled to claim the corresponding Representation and Transportation Allowance (RATA) subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and until further Orders.

For strict compliance.

Mandaluyong City, 18 August 2011.

[Signature]
CARLOS S. CAO, JR.  
Administrator

[Stamp]  
CONTROLLED AND DISSEMINATED  
BY CRD ON AUG 19 2011