SPECIAL ORDER NO. 471
Series of 2007

In the interest of the service, **MS. LUCIA L. VILLAMAYOR**, Chief Labor and Employment Officer, currently assigned at the Recruitment and Documentation Division (RDD), Government Placement Branch (GPB), is hereby designated Officer-In-Charge (OIC) of the Licensing Branch.

Ms. Villamayor is directed to clear herself from all reportorial, property and monetary accountabilities from her present assignment and shall ensure a proper turn-over of all pending assignments, programs or projects of the RDD to Director Nimfa D. De Guzman so as not to disrupt the smooth operations of the Branch.

Ms. Villamayor is entitled to Representation and Transportation Allowance (RATA), subject to the usual accounting and auditing rules and regulations.

Based on the Civil Service Commission’s (CSC) guidelines on designation of Officer-In-Charge, Ms. Villamayor’s designation shall be for a period of not more than one (1) year.

This Order shall take effect on 08 October 2007 and until further Orders.

For strict compliance.

Mandaluyong City, 28 September 2007.

**ROSALINDA DIMAPILIS BALDOZ**
Administrator