



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

DEC 23 2021

TAPI Special Order No. 824
Series of 2021


SUBJECT: Designated Officer-in-Charge (OIC) for Division/Unit Heads

In the interest of the service and in view of the requested leave of absence of DOST-TAPI Division/Unit Heads, the following employees are hereby designated Officer-in-Charge of their respective Units/Divisions:

Division/Unit Head	Date of Scheduled Leave	Officer-in-Charge/ Person Responsible
Caezar Angelito E. Arceo	Dec. 23-24	Roberto R. Verzosa
Israel Jacob R. Zaragoza	Dec. 24 -31	Norman O. Fumar

As such, the employees mentioned shall perform the duties inherent to this designation in addition to their present duties and responsibilities without additional compensation except entitlement to Representation and Transportation Allowance subject to the provision of DBM National Budget Circular (NBC) No. 548 Series of 2013 and pertinent accounting and auditing rules and regulations.

For information of concerned employees.


ROMEO M. JAVATE
Officer-in-Charge
Office of the Director