



Republic of the Philippines  
**Department of Education**

JAN 23 2023

OFFICE ORDER  
OO-OSEC-2023-007

**DESIGNATION OF MS. ROSE MARIE D. MOSCOSO AS OFFICER-IN-CHARGE  
OF THE ADMINISTRATIVE SERVICE-RECORDS DIVISION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Division Chiefs  
All Others Concerned

1. In the exigency of service and to ensure the continuous and effective delivery of service, **Ms. Rose Marie D. Moscoso**, Administrative Officer V, is designated as Officer-in-Charge (OIC) of the Administrative Service-Records Division effective January 3, 2023 or until such time that the Chief Administrative Officer (CAO) has been appointed or replacement has been designated, whichever comes first.
2. As OIC, **Ms. Moscoso** shall sign official correspondence in the following manner:

**ROSE MARIE D. MOSCOSO**  
Officer-in-Charge  
Administrative Service-Records Division

3. **Ms. Moscoso** shall be entitled to Representation and Transportation Allowance (RATA) and communication expenses, except the salary of the position.
4. This designation shall continue until sooner revoked by the undersigned.
5. Immediate dissemination of this Order is directed.

  
**GLORIA JUMAMIL-MERCADO**  
Undersecretary 

MCDJ,APA,MPC, OO Designation of Ms. Moscoso as OIC of Records Division  
0005 – January 5/17, 2023



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