

Office of the President
of the Philippines
Malacañang

P M S LIBRARY

MEMORANDUM ORDER NO. 19

In the interest of, and for the good of public service, Mrs. CELIA SAN LUIS, is hereby designated Officer-in-Charge of the Property Division of the Office of the President, vice Mr. Leonardo Montefalcon, who shall report back to his mother unit immediately after he shall have turned-over, under proper invoice/receipt which shall be accomplished in four (4) copies for proper distribution, all property accountability, stock of supplies on hand, if any, as well as pending official communications and other documents under his custody to the incoming Officer-In-Charge. The turn-over shall be intervened by a duly designated representative/s of the Auditor-In-Charge assigned in the Office of the President.

Under this Order, the incoming Officer-In-Charge shall recommend the re-assignment of personnel of the Division and/or request the detail those of other units directly under the Office of the Presidential Finance Assistant which in essence will enhance the operational efficiency and effectiveness of the Division. Such recommendation/request, however, shall be submitted, thru the Presidential Finance Assistant, to the undersigned for approval or disapproval, as the case maybe.

This Order shall take effect at the close of office hours on June 30, 1986.

(SGD.) FULGENCIO S. FACTORAN, JR.
Deputy Executive Secretary

Manila, June 25, 1986

Copy Furnished:

The Auditor-In-Charge, OP