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November 14, 2023

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-010**

To: All Line Agency and Department Heads  
All Autonomous and Semi-Autonomous Agency Heads

From: Director of Administration

Subject: **Acting Chief Procurement Officer**


***Buenas yan Hafa Adai!***

Effective November 16, 2023, Ms. Andriana Quitugua will be detailed to serve as Acting Chief Procurement Officer until December 31, 2023, or earlier, if so determined. The appointment of Mr. Steve Muna will terminate on November 15, 2023. Department of Administration thanks Mr. Muna for his assistance.

Ms. Quitugua is directed to review and authorize applications from agencies requesting access to AS400 and OnBase Systems procurement modules and is responsible for the processing of purchase orders and bids.

Ms. Jolene Manglona remains detailed for other activities designated to GSA, including record management, surplus assets, and Tenda. Ms. Quitugua and Ms. Manglona will report to the Director of Administration.

***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN