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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-019

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!

Ms. Andriana Quitugua's detail appointment as acting Chief Procurement Officer is extended until January 31, 2024, unless terminated earlier.

Ms. Quitugua continues 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. Arrangements for access to the new FMIS system will be circulated in early January 2024.

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