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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-029**

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 February 29, 2024, unless terminated earlier.

Ms. Quitugua will work with agencies to review and authorize applications for the procurement modules of the new GFMIS system.

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