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March 28, 2024

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-036

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 April 30, 2024, unless terminated earlier.

Ms. Quitugua is responsible for procurement activities of GSA and authorizing applications for access to the procurement modules of GFMIS.

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

Si Yu'os Ma'ase.

EDWARD M. BIRN