



**SPECIAL ORDER**

No. 191

Series of 2023

**SUBJECT : ADDITIONAL FUNCTIONS OF MS. LYN D. PARDILLA,  
INFORMATION OFFICER I, AT THE OFFICE OF THE  
DIRECTOR**

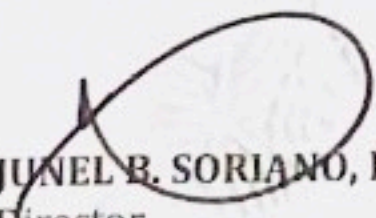
In the interest of the service and in order to respond to the need for additional staff complement, **MS. LYN D. PARDILLA** is hereby instructed to perform additional functions at the Office of the Director, **in concurrent capacity** as the Information Officer I to the Scientific Literature System Section, Knowledge Management and Information Systems Division. She may hold office both in the Library and Office of the Director.

As such, she shall perform the following additional functions in coordination with the designated Executive Assistant such as **organizing and facilitating Director's official appointments including external engagements; reviewing and clearing incoming documents forwarded to the Office of the Director concerning the Director; and perform other related tasks as instructed by the undersigned.**

All officials and employees of the Bureau are hereby advised of this assignment and directed to give their full support and cooperation to Ms. Pardilla in the performance of her duties and responsibilities.

This Order shall take effect on **December 01, 2023** and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 20th day of November 2023.

  
**JUNEL B. SORIANO, PhD**  
Director