Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman,
Quezon City 1100 Philippines

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SPECIAL ORDER
No. 262
Series of 2017

SUBJECT: DESIGNATION OF MS. ANA GM B. ABEJUELA, SPECIAL AGRICULTURE REPRESENTATIVE AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF INVESTMENT FORUM FOR OFWs IN YANGON, MYANMAR ON JULY 1-2, 2017

In the interest of the service, Ms. Ana GM B. Abejuela, Special Agriculture Representative, is hereby authorized as Special Disbursing Officer (SDO) in the conduct of the Investment Forum for OFWs in Yangon, Myanmar on July 1-2, 2017.

Relative to the conduct of this event, a total of US$ 13,200.00 shall be transferred to her account to cover the expenses presented below.

Cost Components	Amount (US$)
	Myanmar
1. Rental of venue including food & equipment	6,500.00
2. Reception (Meetings with Embassy Officials and Business to Business Encounters)	1,000.00
3. Tokens	500.00
4. Promotional Brochures/Materials	2,800.00
5. Documenter	250.00
6.Transportation (Airport transfers, market scanning, field visits)	1,000.00
7. Communication Allowance	150.00
8. Excess Baggage	500.00
9. Incidental Expenses	500.00
TOTAL	13,200.00

As SDO, she should observe the usual government accounting auditing rules and regulations. The cash advance should be immediately liquidated when no longer needed, or upon completion of the purpose for which it was given.

APPROVED/DISAPPROVED

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
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