Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1101, Philippines

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SPECIAL ORDER
NO. 395
Series of 2017

SUBJECT : **DESIGNATION OF MS. SUSAN L. DEL ROSARIO, AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD PETTY CASH FUND FOR VARIOUS EXPENSES / REPAIR AND OTHER SUPPLIES OF GENERAL SERVICES DIVISION.**

In the interest of the service, **Ms. SUSAN L. DEL ROSARIO**, Special Disbursing Officer is designated to handle the Petty Cash Fund (PCF) for various expenses/Repair and other supplies in the amount of **TWO HUNDRED NINETY THOUSAND PESOS (P290,000.00)**, to wit:

Repair/Maintenance of Furniture & Fixture	-	P30,000.00
Office Supplies	-	30,000.00
Other Supplies	-	30,000.00
Repair of Equipment	-	10,000.00
I.T. Supplies	-	30,000.00
Aircon Supplies	-	10,000.00
Building Maintenance / Supplies and Materials	-	80,000.00
Gasoline/Diesel for DA Generator & Shredder And Grass Cutter (DA Main and New Bldg.)	-	10,000.00
Registration	-	50,000.00
Other MOOE	-	10,000.00
		P290,000.00

As Special Disbursing Officer, she shall strictly comply with the existing government accounting and auditing rules and regulations, pertaining to disbursement and handling of government funds. She shall also be bonded accordingly.

This order supersedes all other inconsistent orders and shall remain in force until revoked.

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
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