



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

SPECIAL ORDER

No. 54
Series of 2021

SUBJECT : DESIGNATION OF MS. SUSAN L. DEL ROSARIO AS SPECIAL DISBURSING OFFICER DURING THE YEAR-END FINANCIAL EVALUATION AND ASSESSMENT FOR FY 2020 IN QUEZON CITY ON FEBRUARY 2 - 4, 2021

Ms. Susan L. Del Rosario, Cash and Disbursement Section Chief, is hereby designated as Special Disbursing Officer to handle Cash Advance amounting to ₱80,000.00 to be used solely for purchase of Supplies, Materials and Other Miscellaneous Expenses during the conduct of the Year-End Financial Evaluation and Assessment for FY 2020 on February 2 - 4, 2021 in Quezon City.

As a Special Disbursing Officer, you are authorized to obtain Cash Advance of **EIGHTY THOUSAND PESOS (₱80,000.00)** to defray costs of the following:

Expense	Amount
Office Supplies	₱50,000.00
Miscellaneous	30,000.00

You shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated when no longer needed or upon completion of the purpose for which it was given.

This Order shall take effect immediately.

Done this 18th day of January 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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