



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

April 26, 2021

SPECIAL ORDER
No. 314
Series of 2021

SUBJECT: DESIGNATION OF AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE - MARKET DEVELOPMENT DIVISION (AMAS-MDD) STAFF AS SPECIAL DISBURSING OFFICERS (SDOs) FOR THE CONDUCT OF KADIWA NI ANI AT KITA

In the interest of the service, the following Agribusiness and Marketing Assistance Service-Market Development Division staff (AMAS-MDD), are hereby designated as Special Disbursing Officers (SDOs) to handle Cash Advances in relation to the conduct of KADIWA NI ANI AT KITA. The total amount of **SIX HUNDRED FIFTY FOUR THOUSAND TWO HUNDRED FORTY PESOS (P654,240.00)** will cover expenses for meals of staff, exhibit materials, supplies & materials, and other incidental expenses, chargeable against DA-AMAS funds. Attached is the budgetary requirements (Annex A).

Name of Special Disbursing Officer (SDO)	Period Covered	Particulars	Amount (Php)
1. LEONILA R. BAES Market Specialist II	July to August 2021	Breakfast	63,600.00
		Lunch & Dinner	152,640.00
		Supplies and materials	4,000.00
		Other supplies and materials	4,000.00
		Incidental Expenses	2,000.00
		<i>Sub Total</i>	226,240.00
2. TRINIDAD P. CARLOS Market Specialist III	September to October 2021	Breakfast	62,400.00
		Lunch & Dinner	149,760.00
		Supplies and materials	4,000.00
		Other supplies and materials	4,000.00
		Incidental Expenses	2,000.00
		<i>Sub Total</i>	222,160.00
3. CAMILLE DELOS SANTOS Market Specialist I	November to December 2021	Breakfast	57,600.00
		Lunch & Dinner	138,240.00
		Supplies and materials	4,000.00
		Other supplies and materials	4,000.00
		<i>Sub Total</i>	203,840.00

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		Incidental Expenses	2,000.00
		<i>Sub Total</i>	205,840.00
		GRAND TOTAL	654,240.00

As SDO, they shall be guided and shall strictly comply with the usual government accounting rules and regulations, subject to the availability of funds.

So ordered.

Done this 4th day of May 2021.


WILLIAM D. DAR, Ph.D.
 Secretary

DEPARTMENT OF AGRICULTURE

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Kadiwa ni Ani at Kita
 Budgetary Requirements
 July - December 2021

ANNEX A.

Date	Item	Number of Days / Meetings	Quantity / Number of Pax (estimates per day)	Unit Cost	Total Cost
July	Breakfast	27	8	150.00	32,400.00
	Lunch / Dinner	27	16	180.00	77,760.00
				Sub-Total	110,160.00
August	Breakfast	26	8	150.00	31,200.00
	Lunch / Dinner	26	16	180.00	74,880.00
				Sub-Total	106,080.00
September	Breakfast	26	8	150.00	31,200.00
	Lunch / Dinner	26	16	180.00	74,880.00
				Sub-Total	106,080.00
October	Breakfast	26	8	150.00	31,200.00
	Lunch / Dinner	26	16	180.00	74,880.00
				Sub-Total	106,080.00
November	Breakfast	25	8	150.00	30,000.00
	Lunch / Dinner	25	16	180.00	72,000.00
				Sub-Total	102,000.00
December	Breakfast	23	8	150.00	27,600.00
	Lunch / Dinner	23	16	180.00	66,240.00
				Sub-Total	93,840.00
	Supplies & Materials				12,000.00
	Other Supplies & Materials				12,000.00
	Incidental Expenses				6,000.00
				GRAND TOTAL	654,240.00