



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

**SPECIAL ORDER**

NO. 403

Series of 2021

**SUBJECT : DESIGNATION OF MR. RITCHIE S. ESPIRITU AS SPECIAL DISBURSING OFFICER (SDO) TO HANDLE SPECIAL CASH ADVANCE FOR THE EXPENSES DURING DA-ANNIVERSARY FOR CY-2021**

In the interest of service, **Mr. Ritchie S. Espiritu** is hereby designated as Special Disbursing Officer to handle the Special Cash Advance for expenses to be incurred during the DA- Anniversary CY-2021 in the amount of **ONE HUNDRED FIFTY-ONE THOUSAND FIVE HUNDRED PESOS (Php151,500.00)** to wit:

<u>Item</u>	<u>Amount (Php)</u>
A. Stage Decoration	- 50,000.00
B. Electrical Supplies	- 10,000.00
C. Hardware Supplies	- 10,000.00
D. Meals	- 31,500.00
F. Other Supplies	- 50,000.00
	<hr/>
	<b>151,500.00</b>

The Special Cash Advance shall be liquidated immediately after the end of the activity.

Done this 10th day of June 2021.

Please be guided accordingly.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
in replying pls cite this code :  
For Signature: S-06-21-0091  
Received : 04/06/2021 09:55 AM

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*

