



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

**SPECIAL ORDER**

NO. 721

Series of 2021

**SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU, AS SPECIAL DISBURSING OFFICER (SDO) TO HANDLE PETTY CASH FUND FOR THE FUEL OF AUTHORIZED DA MOTOR VEHICLES**

In the exigency of service, **MR. RITCHIE S. ESPIRITU**, Administrative Officer IV of General Services Division (GSD) is hereby designated as Special Disbursing Officer (SDO) to handle Petty Cash Fund (PCF) for the fuel of the DA authorized vehicles.

The PCF shall be in the amount of **SIX HUNDRED FORTY TWO THOUSAND PESOS (Php 642,000.00)** for the fuel expenses of the **seventy two (72)** units of authorized DA Motor Vehicles for the period of three (3) months.

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The PCF shall be liquidated immediately upon completion of the purpose for which it was given or upon the effectivity of the signed and notarized contract of the new service provider of fuel thru the use of fleet cards.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity.

Done this 4th day of October 2021.

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

Secretary

DEPARTMENT OF AGRICULTURE  
In replying pls cite this code :  
For Signature: **S-10-21-0009**  
Received : 10/01/2021 10:41 AM

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