



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

**SPECIAL ORDER**

No. 866

Series of 2021

**SUBJECT : DESIGNATION OF MS. EUNICE F. BIBLANIAS AS SPECIAL DISBURSING OFFICER IN THE CONDUCT OF WORKSHOP ON FINALIZATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2022**

In the exigency of service, **Ms. Eunice F. Biblanias**, Administrative Officer III of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) to handle the cash advance for payment of Toll Fees, Supplies and Materials, and Other Miscellaneous Expenses in the Conduct of Workshop on Professionalization of Procurement Division, Bids and Awards Committee (BAC-1 and BAC-2) and Technical Working Group (TWG) on November 22-26, 2021 in Region III.

The Cash Advance shall be in the amount of **FIFTEEN THOUSAND PESOS ONLY** (Php15,000.00) chargeable against Corn Program Funds.

EXPENSE	Qty / Units	Unit Cost	Total Cost
Toll Fee	1 unit	P2,000.00	P2,000.00
Other Supplies, Material and Miscellaneous (Incidental Expenses)	1 lot	13,000.00	13,000.00
			<b>P15,000.00</b>

As such, she 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 and shall be considered revoked upon the completion of the activity.

Done this 18th day of November 2021.

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

Secretary

DEPARTMENT OF AGRICULTURE  
  
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*with empowered and prosperous farmers and fisherfolk*

