



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

**SPECIAL ORDER**

No. 938  
Series of 2021

**SUBJECT : DESIGNATION OF MS. LOVELY JOY C. DE LEON-CAROLINO AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD PETTY CASH FUND FOR COMPLETE SERVICE AND MINOR REPAIR/SPARE PARTS FOR THE USE OF DA MOTOR VEHICLE**

In the exigency of service, **MS. LOVELY JOY C. DE LEON-CAROLINO**, Administrative Officer I of the General Services Division is hereby designated as Special Disbursing Officer (SDO) to hold Petty Cash Fund (PCF) amounting to **FIVE HUNDRED THOUSAND PESOS (Php 500,000.00)** to be used solely for the following expenditures of various DA motor vehicles:

- Php 200,000.00- Complete Service
- Php 300,000.00- Minor repair and Spare Parts

As Special Disbursing Officer, she shall be guided by the rules and regulations regarding the handling of government funds.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and issuances inconsistent herewith are deemed revoked.

Done this 20th day of December 2021.

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

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

