



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

SPECIAL ORDER

No. 99

Series of 2022

SUBJECT : DESIGNATION OF MS. JORILYN A. ROSALES AS ALTERNATIVE REGULAR DISBURSING OFFICER IN THE CONDUCT OF CY 2021 YEAR-END ASSESSMENT AND STRATEGIC PLANNING ON THE PROCESSING, RELATED TO PROCUREMENT OF REQUESTS FOR CY 2022 WORKSHOP ON FEBRUARY 14-18, 2022 IN REGION IV-A

In the exigency of service, **Ms. JORILYN A. ROSALES**, Administrative Assistant III, is hereby designated as Alternative Regular Disbursing Officer.

Ms. Rosales will handle cash Advance amounting to Php15,000.00 to be used solely for payment of Toll Fees, Supplies and Materials and Other Miscellaneous Expenses in the Conduct of CY-2021 Year-End Assessment and Strategic Planning on the Processing, related to Procurement of Requests for CY-2022 Workshop on **February 14-18, 2022 in Region IV-A**.

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	8,000.00	8,000.00
Fuel and Gasoline	1 unit	5,000.00	5,000.00
			P15,000.00

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.

All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 15th day of February 2022.

WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE

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