



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

SPECIAL ORDER

No. 133

Series of 2022

SUBJECT: DESIGNATION OF MS. JORILYN A. ROSALES AS ALTERNATIVE REGULAR DISBURSING OFFICER IN THE CONDUCT OF PREPARATION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CY 2023 CUM WRITESHOP ON THE TECHNICAL SPECIFICATION AND COST ESTIMATES FOR EFFECTIVE PROCUREMENT PLANNING

In the exigency of the 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 Preparation of Project Procurement Management Plan (PPMP) for CY 2023 Cum Writeshop on the Technical Specification and Cost Estimates for Effective Procurement Planning on March 7-11, 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.

Done this 1st day of March 2022.

WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE
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with empowered and prosperous farmers and fisherfolk*

