



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

SPECIAL ORDER

No. 190
Series of 2022

SUBJECT : **DESIGNATION OF AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE-MARKET DEVELOPMENT DIVISION (AMAS-MDD) STAFF AS SPECIAL DISBURSING OFFICERS (SDOs) FOR THE CONDUCT OF KADIWA NI ANI AT KITA FOR CY 2022**

In the interest of the service, the following Agribusiness and Marketing Assistance Service-Market Development Division (AMAS-MDD) staff are hereby designated as Special Disbursing Officers (SDOs) to handle cash advances in relation to the conduct of Kadiwa ni Ani at Kita from March 1-December 31, 2022. The total amount of **Seven Hundred Eighty-Nine Thousand (Php 789,000.00)** will cover expenses for meals of staff, exhibit materials, supplies and materials, and other incidental expenses, chargeable against DA-AMAS funds:


Name of Special Disbursing Officer (SDO)	Period Covered	Amount (Php)
Ronaldo S. Caddarao	March-April	157,800.00
Ma. Nelia R. Madamba	May-June	157,800.00
Jennifer T. Torred	July-August	157,800.00
Joyce M. Bengo	September-October	157,800.00
Marilyn P. Ramilo	November-December	157,800.00
	TOTAL	789,000.00

Attached is the detailed budgetary requirements (Annex).

As SDO, they shall be guided and shall strictly comply with the usual government accounting and auditing rules and regulations, subject to the availability of funds.

So ordered.

Done this 7th of March 2022


WILLIAM D. DAR, Ph.D
Secretary

DEPARTMENT OF AGRICULTURE

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For Signature: S-03-22-0199
Received : 03/04/2022 03:52 PM

A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk



Kadiwa ni Ani at Kita

Budgetary Requirements for Cash Advance

March - December 2022

Date	Item	Number of Days	Estimated Quantity / Number of Pax	Unit Cost	Total Cost
March	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
April	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
May	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
June	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
July	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
August	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
September	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
October	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
November	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
December	Food	25	6	360.00	54,000.00
	Office Supplies				2,900.00
	Other Supplies & Materials				10,000.00
	Transportation				10,000.00
	Incidental Expenses				2,000.00
					Sub-Total
TOTAL	Food				540,000.00
	Office Supplies				29,000.00
	Other Supplies & Materials				100,000.00
	Transportation				100,000.00
	Incidental Expenses				20,000.00
					Sub-Total