



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

SPECIAL ORDER

No. 239
Series of 2022

SUBJECT: DESIGNATION OF MR. MARLON CHARLES P. RUFO AS THE SPECIAL DISBURSING OFFICER (SDO) FOR THE PARTICIPATION ON 2022 SPECIALTY COFFEE ASSOCIATION GLOBAL EXPO ON APRIL 7-10, 2022 IN BOSTON, MASSACHUSETTES, USA

In the interest of service, **MR. MARLON CHARLES P. RUFO**, Market Specialist I of the Market Development Division (MDD), Agribusiness and Marketing Assistance Service (AMAS) is hereby designated as Special Disbursing Officer (SDO) without additional compensation, pursuant to Section 618 of the Revised Administrative Code, in view of the DA the participation to 2022 Specialty Coffee Association Global Expo on April 7-10, 2022, Boston, Massachusetts, USA.

As Special Disbursing Officer, Mr. Rufo is authorized to obtain a cash advance amounting to **Three Hundred Thousand Pesos (Php300,000.00)** to defray the following costs/expenses related to the above activity:

Activity	Particular	Amount
Participate in the conduct of 2022 Special Coffee Association Global Expo	Vehicle Rental/Transportation Expenses, Meeting Expenses for Food, Promo Collaterals, Incidental Expenses (custom clearance, excess baggage and badges)	Php 300,000.00

He shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be liquidated upon completion of the purpose for which it was given.

This Order shall take effect immediately.

Done this 21st day of March, 2022

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

In replying pls cite this code :
For Signature: 9-03-22-0434
Received : 03/16/2022 11:18 AM

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

