



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

SPECIAL ORDER

No. 255
Series of 2022

SUBJECT : DESIGNATION OF MS. MELINDA M. RESCO AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE FOR 2ND YOUTH IN AGRICULTURE SUMMIT FOR CY-2022

In the exigency of service, **Ms. MELINDA M. RESCO**, Administrative Aide VI, is hereby designated as Special Disbursing Officer (SDO) to handle cash advance for expenses to be incurred during the 2nd Youth in Agriculture Summit for CY-2022 in the amount of **SIXTY THOUSAND PESOS ONLY (₱ 60,000.00)**, to wit:

A. Stage Decoration	-	₱ 35,000.00
B. Other Supplies	-	₱ 25,000.00
		<u>₱ 60,000.00</u>

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated upon completion of the activity.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 23rd day of March 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

