



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

SPECIAL ORDER

No. 260

Series of 2022

SUBJECT: DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE INTERNATIONAL AFFAIRS DIVISION (IAD) STOCKTAKING AND PLANNING WORKSHOP

In the exigency of service, **MS. JANET D. GARCIA**, Chief of the Office of International Affairs Division, is hereby designated as Special Disbursing Officer without additional compensation, pursuant to Section 618 of the Revised Administrative Code as amended.

As Special Disbursing Officer, Ms. Janet D. Garcia is authorized to advance the amount of Eighty Thousand and One Hundred Pesos (PHP 80,100.00) to defray the cost of expenses for the conduct of the International Affairs Division's (IAD) Stocktaking and Planning Workshop on 4-8 April 2022 as follows:

1. Fuel	30,000.00
2. Toll Fees	8,000.00
3. Incidental Expenses	20,000.00
4. Supplies	
• Ball pen (Black)	600.00
• Ball pen (Blue)	600.00
• Folder, Pressboard 240mm x 370mm (-5mm)	1,750.00
• Correction Tape	900.00
• L-Type Folder A4 Size	1,000.00
• L-Type Folder Legal Size	1,250.00
• Folder, Clear Cover	3,000.00
• Bond Paper A4 Size	3,000.00
5. Various IT Supplies	
• Ink	10,000.00
TOTAL	PHP 80,100.00

The cash advance should be immediately liquidated when no longer needed, or upon completion of the purpose for which it was given. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 24th day of March 2022.


WILLIAM D. DAR, Ph.D.
Secretary

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

DEPARTMENT OF AGRICULTURE

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