



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

04 April 2022

SPECIAL ORDER

No. 279

Series of 2022

SUBJECT : DESIGNATION OF MR. ALEXANDER G. ARIZABAL, JR. AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF THE SECRETARY'S OFFICIAL TRAVEL TO INDIA

In interest of the service, **Mr. ALEXANDER G. ARIZABAL, JR.**, Head Executive Assistant, 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, Mr. ALEXANDER G. ARIZABAL, JR. is authorized to advance the amount of **Seventy Thousand Pesos only (Php 70,000.00)** to defray the cost of expenses for the conduct of the travel to India inclusive of travel and other miscellaneous fees as follows:

| ITEM | AMOUNT (PHP) |
|---------------------------------|------------------|
| Vehicle rental for Delhi, India | 45,000.00 |
| Miscellaneous fee | 25,000.00 |
| TOTAL | 70,000.00 |

The cash advance should be immediately liquidated when no longer needed, or upon completion of the purpose for which it was given.

Please be guided accordingly.

APPROVED:

WILLIAM D. DAR, Ph.D.
Secretary



DEPARTMENT OF AGRICULTURE
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