



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

SPECIAL ORDER

No. 325
Series of 2022

SUBJECT: DESIGNATION OF MS. EUNICE F. BIBLANIAS AS SPECIAL DISBURSING OFFICER IN THE CONDUCT OF THE PROFESSIONALIZATION OF BIDS AND AWARDS COMMITTEE (BAC), TECHNICAL WORKING GROUP (TWG) AND PROCUREMENT DIVISION PERSONNEL

In the exigency of service, **Ms. Eunice F. Biblanias**, Administrative Officer III, is hereby designated as Special Disbursing Officer.

Ms. Biblanias will handle cash advance amounting to **FIFTEEN THOUSAND PESOS ONLY (Php15,000.00)** to be used solely for payment of Toll Fees, Fuel and Gasoline, Supplies, Materials and Other Miscellaneous Expenses in the conduct of Professionalization of Bids and Awards Committee (BAC), Technical Working Group (TWG) and Procurement Division Personnel on April 25-29, 2022 in Region IV-A.

EXPENSE	QTY / UNITS	UNIT COST (PhP)	TOTAL COST (PhP)
Toll Fee	1 unit	2,000.00	2,000.00
Other Supplies, Material and Miscellaneous (Incidental Expenses)	1 lot	8,000.00	8,000.00
Fuel and Gasoline	1 unit	5,000.00	5,000.00
			PhP15,000.00

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 the completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 20th day of April 2022.

LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Officer-in-Charge

A food-secure

with empowered and prosperous farmers and fisherfolk

DEPARTMENT OF AGRICULTURE

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