



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

SPECIAL ORDER

No. 354
Series of 2022

SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU, AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD SPECIAL CASH ADVANCE FOR DA- FARMERS FISHERFOLKS MONTH IN MAY 2022

In the exigency of service, **Mr. Ritchie S. Espiritu**, Administrative Officer IV, is hereby designated as Special Disbursing Officer.

Mr. Espiritu will handle Cash Advance amounting to **NINETY FOUR THOUSAND EIGHT HUNDRED PESOS (Php94,800.00)** to be used solely for payment of electrical supplies, hardware supplies, meals, and other miscellaneous expenses in the conduct of DA -Farmers Fisherfolks Month in May 2022.

Expenses	Cost (Php)
1. Electrical Supplies	Php10,000.00
2. Hardware Supplies	Php10,000.00
3. Meals	Php24,000.00
4. Other Supplies	Php50,000.00
Total =	Php94,800.00

As such, he 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 2nd day of May 2022.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

