



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



SPECIAL ORDER

No. 398
Series of 2022

SUBJECT: DESIGNATION OF MR. MARLON CHARLES P. RUFO AS THE SPECIAL DISBURSING OFFICER (SDO) FOR THE PARTICIPATION TO THE NATIONAL FOOD FAIR AND MANILA FOOD AND BEVERAGE EXPOSITION (MAFBEX) 2022

In the exigency of service, **MR. MARLON CHARLES P. RUFO**, Market Specialist I of the Market Development Division (MDD), Agribusiness and Marketing Assistance Service (AMAS) is hereby designated as Special Disbursing Officer (SDO) without additional compensation, pursuant to Section 618 of the Revised Administrative Code, in view of the DA participation to the National Food Fair on May 31 to June 5, 2022 at Megatrade Hall 1-3, SM Megamall, Mandaluyong City and the Manila Food and Beverage Exposition or (MAFBEX) 2022 at the **World Trade Center, Pasay City on June 15-19, 2022.**

As Special Disbursing Officer, Mr. Rufo is authorized to obtain a cash advance amounting to **Fifty-Seven Thousand Six Hundred Ten Pesos (Php57,610.00)** to defray the following costs/expenses related to the activity:

Particulars	Amount (PhP)
NATIONAL FOOD FAIR	
1. Meals for 6 days (includes 1 day ingress)	7,920.00
2. Transportation	6,000.00
3. Exhibit Materials	5,000.00
4. Incidental Expenses (including Parking fees)	1,000.00
5. Antigen test for AMAS staff	3,000.00
Sub total	22,920.00
MANILA FOOD AND BEVERAGE EXPOSITION	
1. Meals for 5 days (includes 1 day ingress and 1 day egress)	12,690.00
2. Transportation	7,000.00
3. Communication	3,000.00
4. Exhibit Materials	7,000.00
5. Incidental Expenses (including Parking fees)	2,000.00
6. Antigen test for AMAS staff	3,000.00
Sub total	34,690.00
GRAND TOTAL	57,610.00

He shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be liquidated upon completion of the purpose for which it was given.

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

Done this 14th day of May 2022

WILLIAM D. DAR, Ph.D.
Secretary

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

