



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



DA-CO-AS-SO20220519-00003

SPECIAL ORDER

No. 412
 Series of 2022

SUBJECT: DESIGNATION OF MS. EUNICE F. BIBLIANIAS AS ALTERNATIVE REGULAR DISBURSING OFFICER IN THE CONDUCT OF BIDDER'S CONSULTATION AND FORUM FOR CY 2022

In the exigency of the service, **Ms. Eunice F. Biblianias**, Administrative Officer III, is hereby designated as Alternative Regular Disbursing Officer.

Ms. Biblianias will handle cash Advance amounting to Php15,000.00 to be used solely for payment of Toll Fees, Fuel Expenses and Other Supplies and Materials and Miscellaneous Expenses in the conduct of Bidder's Consultation and Forum for CY 2022 on June 1-3, 2022 in Region IV-A.

EXPENSE	QTY / UNITS	UNIT COST	TOTAL COST
Toll Fee	1 unit	P4,600.00	P4,600.00
Fuel Expenses	1 unit	5,000.00	5,000.00
Other Supplies, Material and Miscellaneous (Incidental Expenses)	1 lot	5,400.00	5,400.00
			P15,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated when no longer needed or upon completion of the purpose for which it was given.

This Order Shall Take effect immediately and shall be considered revoked upon the completion of the activity.

Done this 23rd day of May 2022.

WILLIAM D. DAR, Ph.D.
 Secretary

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



DA-CO-AS-BR20220517-00017