



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

SPECIAL ORDER

No. 461
Series of 2022

SUBJECT : DESIGNATION OF MR. RITCHIE S. ESPIRITU, AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD SPECIAL CASH ADVANCE FOR DA- ANNIVERSARY CELEBRATION IN JUNE 2022.

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

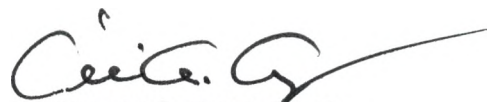
Mr. Espiritu will handle Cash Advance amounting to **ONE HUNDRED EIGHTY FOUR THOUSAND PESOS (Php184,000.00)** to be used solely for payment of Stage Decoration, electrical supplies, hardware supplies, meals, Token and other miscellaneous expenses to be incurred during the DA Anniversary celebration in June 2022.

Expenses	Cost (Php)
1. Stage Decoration	Php50,000.00
2. Electrical Supplies	Php10,000.00
3. Hardware Supplies	Php10,000.00
4. Meals	Php24,000.00
5. Token (DA Officials)	Php40,000.00
6. Other Supplies	Php50,000.00
Total =	Php184,000.00

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 10th day of June 2022.


WILLIAM D. DAR, Ph.D.
Secretary



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

