



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

SPECIAL ORDER

No. 551

Series of 2022

SUBJECT: DESIGNATION OF MS. RHEEDA ANTOINETTE A. CABRERA AS SPECIAL DISBURSEMENT OFFICER FOR THE OFFICE OF THE SECRETARY

In the interest of service and pursuant to Section 10 of the Revised Administrative Code, **RHEEDA ANTOINETTE A. CABRERA**, Public Relations Officer II of the Office of the Secretary, is hereby designated as Special Disbursement Officer of the Office of the Secretary in addition to her regular duties.

As SDO, she shall maintain a Petty Cash of **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00)** only for the following expenses chargeable against OSEC funds:

Representation	P110,000.00
Office supplies & other supplies	P 10,000.00

Ms Cabrera shall be guided and shall comply strictly with the existing government accounting and auditing laws, rules and regulations in connection with the disbursement and handling of government funds.

The Special Order shall take effect immediately and shall remain in force unless revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this 3rd day of August August 2022.

LEOCADIO S. SEBASTIAN

Undersecretary for Operations and Chief-of-Staff



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with empowered and prosperous farmers and fisherfolk

