



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

**SPECIAL ORDER**

No. 707  
Series of 2022

**SUBJECT: DESIGNATION OF MS. PERLA E. FLORES, AS SPECIAL DISBURSING OFFICER OF THE DA-AGRICULTURE AND FISHERIES INFORMATION DIVISION (AFID)**

Pursuant to the provisions of Section 618 of the Article No. 2711, the Act Amending the Administrative Code, **Ms. Perla E. Flores** is hereby designated as **Special Disbursing Officer** of the DA-Information Division and is authorized to hold Petty Cash in the amount of Eighty Thousand Pesos (P80,000.00) for the following expenses.

Office Supplies	Purchase of various office supplies	P10,000.00
Mailing	Mailing costs & freight charge of Instructional information materials on the banner programs of DA and other agriculture related info materials	P 5,000.00
Repair of Office Equipment	AV and printing equipment, computers, printers and other peripherals	P10,000.00
Repair of Vehicles	Repair of RP vehicles assigned in the DA-Information Division	P20,000.00
Ad Supplement (official gazette)		P 5,000.00
Other Services	Printing of DA officials' calling cards, printing and blowing-up of colored photos, honing of blades and printing of tarpaulins	P30,000.00
<b>Total</b>		<b>P80,000.00</b>

As Special Disbursing Officer, Ms. Flores shall be guided and shall comply with the existing rules and regulations in connection with the handling of government funds. The cash advance should be liquidated immediately when no longer needed or upon completion of the purpose for which it is intended for.

Done this 22nd day of September 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-AS-SO20220916-00039

