



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

SPECIAL ORDER

No. 1040

Series of 2022

SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU AS SPECIAL DISBURSING OFFICER FOR THE DA- ANNUAL CULTURAL AFFAIR CY 2022

In the exigency of the public service, **MR. RITCHIE S. ESPIRITU**, GSD Administrative Officer IV, is hereby designated as Special Disbursing Officer on the Cash Advance amounting to P158, 000.00 for the DA- Annual Cultural Affair CY - 2022, specifically:

a. Christmas Tree (12 ft)	P 22, 500.00
b. Assorted Christmas Decors	65, 500.00
c. Assorted Christmas Lights (Yellow gold/white/100 per set)	55, 500.00
d. Electrical Supplies & Other Supplies	10, 000.00
e. Balloons (150 pieces assorted color)	<u>4, 500.00</u>
	P158, 000.00

As such, Mr. Espiritu shall perform the following as designated Special Disbursing Officer:

1. Disburse and liquidate special cash advances for the intended purpose; and
2. Prepare report of disbursements.

This Order shall take effect immediately and shall be revoked on 31 December 2022. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 18th day of November 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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