



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Elliptical Road, Diliman, Quezon City

SPECIAL ORDER

No. 1091
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, **MS. RHEEDA ANTOINETTE A. CABRERA**, Public Relations Officer II of the Office of the Secretary is designated as **Special Disbursing Officer (SDO)** to handle the cash advance of the Office of the Secretary in addition to her regular duties.

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

Representation	Php	85,000.00
ICT Office, office supplies, other supplies & Semi-expandable – other machinery & equipment		25,000.00
Toll Fees		10,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The cash advance will be for the exclusive use of OSEC officials and staff.

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

Done this 2nd day of December 2022.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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