



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

SPECIAL ORDER

No. 27

Series of 2023

SUBJECT: DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE FOREIGN AGRICULTURAL SERVICE CORPS (FASC) EXPORT DEVELOPMENT PROMOTION PLANNING WORKSHOP, CONSULTATION AND MEETINGS WITH DA MANAGEMENT AND OTHER DA OFFICES ON FEBRUARY 27 TO 2 MARCH 2023

In the interest of the service, **Ms. JANET D. GARCIA**, Chief, Office of International Affairs Division, is hereby designated as Special Disbursing Officer without additional compensation, pursuant to Section 618 of the Revised Administrative Code as amended.

As Special Disbursing Officer, Ms. Garcia is authorized to advance the amount of **Eighty Three Thousand and One Hundred Pesos (PHP 83,100.00)** to defray the cost of expenses for the Foreign Agricultural Service Corps (FASC) Consultation and Export Development promotion Planning Workshop with Senior Undersecretary and Other DA Offices on 27 February to 2 March 2, 2023 as follows:

1. Meals during Regional Consultations and Exposure Trips	10,000.00
2. Fuel	10,000.00
3. Parking Fee	2,000.00
4. Incidental Expenses	20,000.00
5. Supplies	
• Ball pen (Black)	500.00
• Ball pen (Blue)	500.00
• Envelope, Expanding with Divider	10,500.00
• Folder, Clear Cover	3,000.00
• Folder, Pressboard 240mm x 370mm (-5mm)	1,000.00
• Correction Tape	900.00
• L-Type Folder A4 Size	900.00
• L-Type Folder Legal Size	1,100.00
• Stapler, Standard Type, load cap: 200 staples min	2,700.00
• Tokens	10,000.00
6. VARIOUS IT SUPPLIES	
• Ink	10,000.00
TOTAL	PHP 83,100.00

The cash advance should be immediately liquidated when no longer needed, or upon completion of the purpose for which it was given.

Please be guided accordingly.

Done this 11th day of January 2023.

APPROVED:


DOMINGO F. PANGANIBAN
Senior Undersecretary



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