



SPECIAL ORDER

No. 262
Series of 2023

SUBJECT: **DESIGNATION OF SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF "PROFESSIONALIZATION OF THE DA OFFICIALS AND PERSONNEL INVOLVED IN THE PROCUREMENT PROCESS CUM PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CALENDAR YEAR 2024"**

In the exigency of service, **Ms. Eunice F. Biblanias**, Administrative Officer III, is hereby designated as Special Disbursing Officer.

Ms. Biblanias will handle cash advance amounting to **TWENTY THOUSAND PESOS ONLY (Php20,000.00)** to be used solely for payment of Toll Fees, Fuel and Gasoline, Supplies, Materials and Other Miscellaneous Expenses in the conduct of Professionalization of the DA Officials and Personnel Involved in the Procurement Process cum Preparation of the PPMP for CY 2024 on March 20-24, 2023 in Region IV-A.

EXPENSES	QTY/UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Other Supplies, Materials, and Miscellaneous (Incidental Expenses)	1 unit	15,000.00	15,000.00
Fuel/Gasoline, and Toll Fee	1 unit	5,000.00	5,000.00
			Php 20,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated upon completion of the activity.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 7th day of March 2023.

DOMINGO F. RANGANIBAN
Senior Undersecretary

