



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

SPECIAL ORDER

No. 321

Series of 2023

SUBJECT : DESIGNATION OF AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE STAFF AS SPECIAL DISBURSING OFFICERS FOR THE CONDUCT OF ACTIVITIES RELATING TO THE PROVISION OF TRANSPORT AND LOGISTICS SUPPORT AND ONION MARKET LINKAGING

In the interest of the service and in support to the implementation of Special Order No. 207 series of 2023, "Authority to Provide Transport and Logistic Support for the Delivery of Basic Agricultural and Fishery Commodities to Stabilize Retail Prices in Metro Manila and other Urban Cities", the following staff from the Agribusiness and Marketing Assistance Service (AMAS), are hereby designated as Special Disbursing Officers (SDOs) to handle cash advances in relation to the implementation of the activities for the provision of transport and logistics support to onion suppliers and onion market linkaging activities from March 1-May 31, 2023. The total amount of **Two Hundred Eighty-Four Thousand Nine Hundred Twenty-Eight Pesos (Php284, 928.00)** will cover expenses for toll fee, shipping costs, meals of staff, payment for laborers, and other incidental expenses, chargeable against DA-AMAS funds, subject to availability of funds.

Name of SDO	Period Covered	Amount (Php)
Marilyn B. Ramilo	March 6-April 15, 2023	142,464.00
Leny G. Pecson	April 16-May 31, 2023	142,464.00
	TOTAL	284,928.00

As SDO, they shall be guided and strictly comply with the usual government procurement, accounting and auditing rules and regulations.

Attached is the detailed budgetary requirements (Annex).

This Order shall take effect on 20th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DETAILED BUDGETARY REQUIREMENTS:

A. PICK-UP FROM NORTH LUZON (Regions 1, 2, 3)				
Expense Item	Estimated Cost Per Trip (Php)	No. of trips/wk	Total No. of Days	Total Cost (Php)
Toll Fee	3,000.00	2	24	72,000.00
Laborer (loading/unloading) (P10/bag@100 bags/trip)	1,000.00	2	24	24,000.00
Incidental expense	1,000.00	2	24	24,000.00
Sub-total	5,720.00			120,000.00
B. PICK-UP FROM SOUTH LUZON (Region 4B)				
Expense Item	Estimated Cost Per Trip (Php)	No. of trips/wk	Total No. of Days	Total Cost (Php)
Toll Fee	2,184.00	1	12	26,208.00
Shipping cost (barge, arastre)	7,400.00	1	12	88,800.00
Laborer (loading/unloading) (P10/bag@100 bags/trip)	1,000.00	1	12	12,000.00
Incidental expense	1,000.00	1	12	12,000.00
Sub-total	5,720.00			139,008.00
C. DELIVERY/DISTRIBUTION TO NATIONAL CAPITAL REGION (NCR)				
Expense Item	Estimated Cost Per Trip (Php)	No. of trips/wk	Total No. of Days	Total Cost (Php)
Meals (2 staff/trip)	720	3	36	25,920.00
Sub-total	12,304.00			25,920.00
TOTAL COST/ CASH ADVANCE				284,928.00