



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

SPECIAL ORDER

No. 323

Series of 2023

SUBJECT : DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE 3RD PHILIPPINES-FRANCE JOINT STEERING COMMITTEE, 2ND PHILIPPINES-FRANCE AGRICULTURAL FORUM, AND FIELD TOUR ON MARCH 27-30, 2023

In the interest of service, **Ms. JANET D. GARCIA**, Chief of the Office of the 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. Janet D. Garcia is authorized to advance the amount of **One Hundred Twenty One Thousand and Four Hundred Pesos Only (PHP 121,400.00)** to defray the cost of expenses for the Hosting of the 3rd Philippines-France Joint Steering Committee, 2nd Philippines-France Agricultural Forum, and Field Tour on March 27-30, 2023 inclusive of preparatory and post meetings as follows:

1. TOKENS

- | | | |
|---|-----|-----------|
| • Head of the French Delegation | PHP | 2,500.00 |
| • Ambassador of the Philippines to France | | 2,500.00 |
| • Members of the French Delegation (20) | | 30,000.00 |

2. MEALS

- | | | |
|---|--|-----------|
| • Philippine Delegation | | 10,000.00 |
| • Field trip AM snacks for the French delegation and support staff from Philippines | | 10,000.00 |
| • Bottled Water (100) | | 1,000.00 |

3. TOLL FEE EXPENSES

- | | | |
|------------|--|----------|
| • Toll fee | | 2,500.00 |
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4. FUEL OIL AND LUBRICANT EXPENSES

- | | | |
|------------|--|-----------|
| • Gasoline | | 10,000.00 |
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5. INCIDENTAL EXPENSES 20,000.00

6. SUPPLIES

- A4 Bond Paper 3,500.00
- Sign pens (black) 1,400.00
- Signing folder 12,000.00
- Nameplate (toblerones) 2,000.00
- Universal extension cord with individual switch 4,000.00

7. VARIOUS IT SUPPLIES

- Ink 10,000.00

TOTAL **PHP** **121,400.00**

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

Done this 20th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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