



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



DA-CO-AMAS-SO20230405-00023

**SPECIAL ORDER**

No. 407  
Series of 2023

**SUBJECT: DESIGNATION OF MR. MARLON CHARLES P. RUFO AS THE SPECIAL DISBURSING OFFICER (SDO) FOR THE PARTICIPATION IN SPECIALTY COFFEE ASSOCIATION (SCA) GLOBAL EXPO ON APRIL 20-23, 2023 IN PORTLAND, OREGON, USA**

In the interest of service, **MR. MARLON CHARLES P. RUFO**, Market Specialist I of the Market Development Division (MDD), Agribusiness and Marketing Assistance Service (AMAS) is hereby designated as Special Disbursing Officer (SDO) pursuant to Section 618 of the Revised Administrative Code, in view of the DA the participation to 2023 Specialty Coffee Association Global Expo on April 20-23, 2023, Portland, Oregon, USA,

As Special Disbursing Officer, Mr. Rufo is authorized to obtain a cash advance amounting to **One Hundred Forty-Five Thousand Pesos (P145,000.00)** to defray the following costs/expenses related to the above activity:

Activity	Particulars	Amount
Participate in the conduct of 2023 Special Coffee Association Global Expo	Vehicle Rental/Transportation Expenses, Meeting Expenses for Food, Incidental Expenses (custom clearance, excess baggage and badges)	Php 145,000.00

He shall be guided by the rules and regulations regarding the handling of governments funds. The cash advance should be liquidated upon completion of the purpose for which it was given.

This Order shall take effect immediately.

Done this 11<sup>th</sup> day of April, 2023

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary

