



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

SPECIAL ORDER

No. 409
Series of 2023

SUBJECT: DESIGNATION OF MS. EUNICE F. BIBLANIAS AS ALTERNATE SPECIAL COLLECTING OFFICER

In the interest of service, **MS. EUNICE F. BIBLANIAS**, GSD Administrative Officer V, is hereby designated as Alternate Special Collecting Officer.

As such, Ms. Biblanias shall perform the following tasks and responsibilities in the absence of Ms. Sofia L. Francisco, Special Collecting Officer :

1. Receive collections from clients (suppliers and personnel) either thru cash or check with corresponding Order of Payment from the Accounting Division;
2. Issue Official Receipts on received payments;
3. Post/record in the Cash Book all collections and deposits;
4. Deposit collections to the Land Bank of the Philippines (LBP) and Bureau of Treasury;
5. Submit Monthly Report of Accountability for Accountable Forms (RAAF) for Official Receipts to Auditing Office;
6. Submit Monthly Report of Collections and Deposits (RCD) to Auditing Office and Accounting Division;
7. Submit Monthly Cash Receipt Records to Auditing Office; and
8. Submit Summary of Monthly Collections and Deposits to LBP.

She shall be guided by and shall strictly comply with the existing applicable accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in full force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 11th day of April 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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