



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

**SPECIAL ORDER**

No. 422  
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. Jorilyn A Rosales**, Administrative Assistant III, is hereby designated as Special Disbursing Officer.

Ms. Rosales 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 April 17-21, 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             |
|  |           |                 | <b>Php 20,000.00</b> |

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 14th day of April 2023.

**DOMINGO E. PANGANIBAN**  
Senior Undersecretary



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