



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

19 April 2023

**SPECIAL ORDER**

No. 469

Series of 2023

**SUBJECT : DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE HOSTING OF THE 3<sup>rd</sup> PHILIPPINES-VIET NAM JOINT AGRICULTURE WORKING GROUP MEETING ON AGRICULTURE COOPERATION ON 30-31- MAY 2023.**

In the interest of the service, Ms. JANET D. GARCIA, Chief of the Office of 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 **Ninety Nine Thousand Six Hundred Sixty Pesos Only (Php 99,660.00)** to defray the cost of expenses for the hosting of the 3<sup>rd</sup> Joint Agriculture Working Group Meeting on Agriculture Cooperation between the Philippines and Viet Nam, inclusive of preparatory and post meetings as follows:

**1 TOKENS**

- |   |     |           |
|---|-----|-----------|
| • Head of Vietnamese Delegation             | PHP | 2,500.00  |
| • Members of the Vietnamese Delegation (15) |     | 22,500.00 |

**2 MEALS**

- |   |  |           |
|---|--|-----------|
| • Philippine Delegation   |  | 10,000.00 |
| • Field trip AM snacks for the Vietnamese delegation (16)<br>and support staff from Philippines (5) |  | 7,350.00  |

**3. FUEL, OIL AND LUBRICANT EXPENSES** 15,000.00

**4. TOLL FEE EXPENSES** 5,000.0

**5. SUPPLIES**

- |                             |  |          |
|-----------------------------|--|----------|
| • Special Folder            |  | 5,000.00 |
| • A4 Bond Paper             |  | 3,500.00 |
| • Sign pen (black)          |  | 700.00   |
| • Ball pen (Blue and Black) |  | 1,500.00 |

<b>6. INCIDENTAL EXPENSES</b>	16,610.00
<b>7. VARIOUS IT SUPPLIES</b>	
• Ink	10,000.00
<b>TOTAL</b>	<b>PHP 99,660.00</b>

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

Please be guided accordingly.

APPROVED:



DA-CO-PRS-SO20230420-00024

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary

