



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

SPECIAL ORDER

No. 507

Series of 2023

SUBJECT: DESIGNATION OF MS. MELINDA M. RESCO AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE FOR THE CONDUCT OF URBAN AGRICULTURE SUMMIT 2023 ON MAY 3-5, 2023 IN REGION 7

In the interest of service, **MS. MELINDA M. RESCO**, Administrative Aide VI of GSD-Cashier, is hereby designated as Special Disbursing Officer without additional compensation, pursuant to Section 618 of the Revised Administrative Code to handle Cash Advance to be used solely for expenses during the Urban Agriculture Summit 2023 on May 3-5, 2023, to be held at Region 7.

As special Disbursing Officer, Ms. Resco is authorized to obtain Cash Advance of **FIFTY THOUSAND PESOS (Php 50,000.00)** to defray the costs of the following:

Expense	Amount
Other Supplies, Materials and Miscellaneous Expenses	Php 50,000.00

As such, she shall be guided by the rules & regulations regarding the handling of government funds. Cash advance shall be liquidated upon completion of the purpose for which it was given.

This Order shall take effect immediately, and shall be considered revoked upon completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of May, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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