



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

SPECIAL ORDER

No. 529

Series of 2023

SUBJECT : DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE HOSTING THE BACK TO BACK MEETINGS OF THE PHILIPPINES-CHINA JOINT COMMITTEES ON AGRICULTURE (JCA) AND FISHERIES (JCF) ON 12-14 JUNE 2023 IN MANILA, PHILIPPINES.

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 **Three Hundred Sixty Eight Thousand and Forty Pesos (Php 368,040.00)** to defray the cost of expenses of the Hosting the Back to Back Meetings of the Philippines-China Joint Committees on Agriculture (JCA) and Fisheries (JCF) inclusive of preparatory and post meetings as follows:

1 TOKENS

- | | | |
|--|-----|-----------|
| • Head of Chinese Delegation | PHP | 2,500.00 |
| • Members of the Chinese Delegation (20) | | 30,000.00 |

2 MEALS (Support Staff/PNP) 30,000.00

3 SUPPLIES

- | | |
|---------------------------------|----------|
| • A4 Bond Paper | 3,500.00 |
| • Special Folder | 5,000.00 |
| • Puncher, heavy duty, one hole | 1,000.00 |
| • Sign pen (black) | 700.00 |
| • Double Adhesive Tape | 1,000.00 |

4 INCIDENTAL EXPENSES	61,340.00
5 VARIOUS IT SUPPLIES	
• Ink	10,000.00
6 INTERPRETATION FEES (7,500/HR.)	168,000.00
7 FUEL FOR PNP	20,000.00
8 CELL CARD STAFF AND PNP (500)	5,000.00
9 TOLL FEES	10,000.00
10 HONORARIUM FOR PNP	20,000.00
TOTAL	368,040.00

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.

Done this 4th day of May 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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