



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

**SPECIAL ORDER**

No. 556  
Series of 2023

**SUBJECT : DESIGNATION OF MS. MELINDA M. RESCO AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF THE TWO (2) DAY SEMINAR/WORKSHOP ON CONFLICT RESOLUTION AND MID-YEAR PLANNING AND ASSESSMENT OF PERFORMANCE TARGETS AT THE FDC-TAGUIG CITY**

In the interest of the service, **MS. MELINDA M. RESCO**, Administrative Aide VI of the General Services Division- Cashier is hereby designated as Special Disbursing Officer (SDO) to handle the cash advance to be used to defray expenses relative to the conduct of the Two (2) Day Seminar/Workshop on Conflict Resolution and Mid-Year Planning and Assessment of Performance Target of Food Development Center (FDC) from May 16-17, 2023 at the FDC-Taguig City.

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

<b>Expense</b>	<b>Amount (Php)</b>
Meals for Two (2) days	44,000.00
Other supplies, Materials and Miscellaneous Expenses	6,000.00
<b>TOTAL</b>	<b>50,000.00</b>

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 5<sup>th</sup> day of May 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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