



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



DA-CO-AS-SO20230531-00127

SPECIAL ORDER

No. 688
Series of 2023

SUBJECT : DESIGNATION OF MS. PERLA E. FLORES AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE IN RELATION TO THE DA-RECORDS DIVISION "AUTHORITY TO CONDUCT AND PARTICIPATE IN THE SEMINAR- WORKSHOP ON PRESERVATION OF RECORDS"

In the interest of service, **MS. PERLA E. FLORES**, AFID Administrative Aide I, is hereby designated as Special Disbursing Officer (SDO) on Cash Advance amounting to P92,115.17 for the DA-Records Division Seminar-Workshop on June 19-23, 2023, breakdown as follows:

TRAINING SUPPLIES/ MATERIALS	P85,699.17
MISCELLANEOUS EXPENSES	<u>6,416.00</u>
TOTAL	P92,115.17

She shall be guided by applicable laws, rules and regulations regarding the use and handling of government funds. The cash advance must be liquidated immediately upon completion of the purpose for which it was given.

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

Done this 5th day of June 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary