



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

SPECIAL ORDER

No. 737
Series of 2023

SUBJECT: DESIGNATION OF MS. GLADYS P. MILLER AS SPECIAL DISBURSING OFFICER OF DA – FOOD DEVELOPMENT CENTER

In the interest of service, **MS. GLADYS P. MILLER**, Accountant IV of the Financial and Administrative Division is hereby designated as **Special Disbursing Officer (SDO)** to hold and disburse Petty Cash Fund (PCF) of the DA – Food Development Center in addition to her regular duties.

As SDO, she shall maintain a Petty Cash in the amount of **EIGHTY-ONE THOUSAND PESOS (Php 81,000.00)** only for the following expenses chargeable against DA-FDC funds:

Supplies and Materials	Purchase of Office Supplies, Laboratory Supplies, Other Supplies and Materials and Semi Expendable Items	Php 50,000.00
Internet Subscription	Load for the Prepaid Wi-Fi	Php 11,000.00
Repairs and Maintenance	Preventive Maintenance of Technical and Scientific Equipment, Repair of Office Equipment and Building	Php 10,000.00
Other MOOE	Other Maintenance and Operating Expenses	Php 10,000.00
TOTAL		Php 81,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The petty cash shall will be for the exclusive use of FDC employees.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 13th day of June 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary



DA-CO-FDC-SO20230602-00007