



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



DA-CO-AS-SO20230614-00137

SPECIAL ORDER

No. 709
Series of 2023

SUBJECT : DESIGNATION OF MS. EUNICE F. BIBLIANIAS 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. EUNICE F. BIBLIANIAS**, GSD Administrative Officer V, 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 15th day of June 2023.

By Authority of the Secretary


DRUSILA ESTHER E. BAYATE
Officer-in Charge
Office of the Senior Undersecretary