



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

**SPECIAL ORDER**

No. 747  
Series of 2023

**SUBJECT : DESIGNATION OF MR. PATRICK M. VILLAFUERTE AS SPECIAL DISBURSING OFFICER (SDO) ON THE CASH ADVANCE FOR THE 2023 DA ANNIVERSARY CELEBRATION**

In the exigency of service, **MR. PATRICK M. VILLAFUERTE**, Administrative Officer I, General Services Division is hereby designated as Special Disbursing Officer on the Cash Advance in the amount of Six Hundred Fifty Thousand Pesos Only (P650, 000.00) to be used during the 2023 DA Anniversary Celebration, specifically:

A. Meals	-	P 100,000.00
B. Stage Decoration (assorted flowers/fruits/vegetables)	-	100,000.00
C. Rental (sound system w/ ledwall/tables & chairs/fan)	-	350,000.00
D. Other Supplies	-	<u>100,000.00</u>
		<b>P650,000.00</b>

As such, Mr. Villafuerte shall perform the following as designated Special Disbursing Officer:

1. Disburse and liquidate special cash advances for the intended purpose; and
2. Prepare report of disbursements.

He shall be guided by the applicable laws, rules and regulations regarding use/handling of government funds. The advance shall be immediately liquidated upon completion of the activity.

This order shall take effect immediately and shall be considered revoked upon completion of the activity.

Done this 16<sup>th</sup> day of June 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-AS-SO20230616-00139