



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

SPECIAL ORDER

No. 765
Series of 2023

SUBJECT:

AMENDMENT TO SPECIAL ORDER NO. 747 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 (650,000.00) to be used during the 2023 DA-Anniversary Celebration, specifically:

A. Meals	- P 165,000.00
B. Stage decoration (assorted flowers/ fruit/ vegetables)	- 100,000.00
C. Rental (sound system w/ LED wall / tables and chairs/ fan/ Generator set)	- 200,000.00
D. Other Supplies	- 185,000.00
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	P 650,000.00

As much, 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 disbursement.

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 16th day of June 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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