



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

SPECIAL ORDER

NO. 857

Series of 2023

SUBJECT : DESIGNATION OF AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE-MARKET DEVELOPMENT DIVISION (AMAS-MDD) STAFF AS SPECIAL DISBURSING OFFICERS (SDOs) FOR THE CONDUCT OF KADIWA RETAIL SELLING AND MARKET-MATCHING ACTIVITIES

In the interest of the service, the following Agribusiness and Marketing Assistance Service-Market Development Division (AMAS-MDD) staff are hereby designated as Special Disbursing Officers (SDOs) to handle cash advances in relation to the conduct of Kadiwa retail selling and market-matching activities from September 1 to December 31, 2023. The total amount of **Four Hundred Sixty-Five Thousand Three Hundred Twenty Pesos** (PhP 465,320.00) will be used to defray expenses for meals of staff, office supplies, exhibit materials, transportation expenses and other incidental expenses, chargeable against DA-AMAS funds:

Name of SDO	Period Covered	Amount (PhP)
Marilyn B. Ramilo	September 1 to October 31, 2023	232,660.00
Leonila R. Baes	November 1 to December 31, 2023	232,660.00
	TOTAL	465,320.00

Attached is the detailed budgetary requirements (Annex).

As SDO, they shall be guided by the rules and regulations regarding the handling of government funds. The cash advance shall be liquidated upon completion of the purpose for which it is given.

This Order shall take effect immediately and shall be considered revoked upon completion of each period covered.

Done this 17th day of July, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AMAS-SO20230626-00045

Kadiwa Retail Selling Activities

Budgetary Requirements for Cash Advance

September - December 2023

Date	Item	Number of Days	Estimated Quantity / Number of Pax	Unit Cost	Total Cost
September	Food (Php150+Php180+Php180)	30	6	510.00	91,800.00
	Office Supplies				5,000.00
	Other Supplies & Materials				5,000.00
	Traveling Expenses				10,000.00
	Incidental Expenses				3,000.00
					Sub-Total
October	Food (Php150+Php180+Php180)	31	6	510.00	94,860.00
	Office Supplies				5,000.00
	Other Supplies & Materials				5,000.00
	Traveling Expenses				10,000.00
	Incidental Expenses				3,000.00
					Sub-Total
November	Food (Php150+Php180+Php180)	30	6	510.00	91,800.00
	Office Supplies				5,000.00
	Other Supplies & Materials				5,000.00
	Traveling Expenses				10,000.00
	Incidental Expenses				3,000.00
					Sub-Total
December	Food (Php150+Php180+Php180)	31	6	510.00	94,860.00
	Office Supplies				5,000.00
	Other Supplies & Materials				5,000.00
	Traveling Expenses				10,000.00
	Incidental Expenses				3,000.00
					Sub-Total
TOTAL	Food				373,320.00
	Office Supplies				20,000.00
	Other Supplies & Materials				20,000.00
	Traveling Expenses				40,000.00
	Incidental Expenses				12,000.00
					Sub-Total