



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1082

Series of 2023

SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU AS ALTERNATE SPECIAL COLLECTING OFFICER

In the interest of service, **MR. RITCHIE S. ESPIRITU, LCB, DPA**, Officer-In-Charge, Cash and Disbursement Section, General Services Division, Administrative Service, is hereby designated as **ALTERNATE SPECIAL COLLECTING OFFICER**.

As such, Mr. Espiritu shall perform the following tasks and responsibilities whenever the Special Collecting Officer is on official travel or on official leave of absence in concurrent capacity with his regular functions, duties and responsibilities and other designations:

1. Receive collections from clients (suppliers and personnel) either in the form of cash or cheque with corresponding Order of Payment from the Accounting Division;
2. Issue Official Receipts on received payment;
3. Post/record in the Cash Book all collections and deposits;
4. Deposit collections to the Land Bank of the Philippines (LBP) and Bureau of Treasury;
5. Submit Monthly Report of Accountability for Accountable Forms (RAAF) for Official Receipts to Auditing Office;
6. Submit Monthly Report of Collections and Deposits (RCD) to Auditing Office and Accounting Division;
7. Submit Monthly Cash Receipt Records to Auditing Office; and
8. Submit Summary of Monthly Collections and Deposits to LBP.

He shall be guided by and shall strictly comply with the existing applicable accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force unless revoked in writing. Special Order No. 409 Series of 2023 and all orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 28th day of August 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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