



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1037
 Series of 2023

SUBJECT: AMENDMENT TO SPECIAL ORDER NO. 727 SERIES OF 2022, "DESIGNATION OF MS. PERLA E. FLORES AS SPECIAL DISBURSING OFFICER OF THE DA-AGRICULTURE AND FISHERIES INFORMATION DIVISION (DA-AFID)"

Special Order No. 727, Series of 2022 designating Ms. Perla E. Flores as Special Disbursing Officer of the DA-AFID is hereby amended to authorize Ms. Flores to hold petty cash in the amount of **Forty Thousand Pesos (P40,000.00)** instead of Eighty Thousand Pesos, to be disbursed for the following expenses:

Office Supplies	Purchase of various office supplies	P 5,000.00
Mailing	Mailing costs & freight charge of Instructional information materials on the banner programs of DA and other agriculture related info materials	P 5,000.00
Repair of Office Equipment	AV and printing equipment, computers, printers and other peripherals	P 5,000.00
Repair of Vehicles	Repair of RP vehicle assigned in the DA-Information Division	P10,000.00
Other Services	Printing of DA officials' calling cards, printing and blowing-up of colored photos, honing of blades and printing of tarpaulins, etc.	P15,000.00
Total		P40,000.00

As Special Disbursing Officer, **Ms. Flores** shall be guided and comply with the existing rules and regulations in connection with the handling government funds. The cash advance should be liquidated immediately when no longer needed or upon completion of the purpose for which it is intended for.

Done this 24th day of August 2023.

DOMINGO F. PANGANIBAN
 Senior Undersecretary



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