



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



DA-CO-AS-SO20230721-00160

SPECIAL ORDER

No. 902
Series of 2023

SUBJECT: DESIGNATION OF MR. BERNABE L. TALUBAN AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE IN RELATION TO THE DA-RECORDS DIVISION POSTAL SERVICES

In the interest of service, **Mr. BERNABE L. TALUBAN**, Administrative Officer IV, is hereby designated as Special Disbursing Officer (SDO). Mr. Taluban will handle Cash Advance for expenses to be incurred for Postal Services in the amount of **TWENTY THOUSAND PESOS (₱20,000.00)** for the DA-Records Division, breakdown as follows:

EXPRESS MAIL	₱10,000.00
REGISTRY MAIL	₱5,000.00
ORDINARY MAIL	<u>₱5,000.00</u>
TOTAL	₱20,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated upon completion for the purpose for which it was given.

This Order shall take effect immediately and shall be considered revoked upon the approved request of digital posting machine. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 31st day of July 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary

