



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 910
 Series of 2023

SUBJECT : AMENDMENT TO S.O. NO.737 SERIES OF 2023 RE: DESIGNATION OF MS. GLADYS P. MILLER AS SPECIAL DISBURSING OFFICER OF DA - FOOD DEVELOPMENT CENTER

In the interest of service, Special Order No. 737 Series of 2023, designating Ms. Gladys P Miller as Special Disbursing Officer (SDO) to hold and disburse Petty Cash Fund (PCF) of the DA-Food Development Center is hereby amended to change the amount of Petty Cash Fund (PCF) from Eighty-One Thousand Pesos (Php 81,000.00) to Seventy Thousand Pesos (Php 70,000.00).

As SDO, she shall maintain a Petty Cash in the amount of **SEVENTY THOUSAND PESOS (Php 70,000.00)** only for the following expenses chargeable against DA- FDC funds:

Supplies and Materials	Purchase of Office Supplies, Laboratory Supplies, Other Supplies and Materials and Semi Expendable Items	Php 50,000.00
Repairs and Maintenance	Preventive Maintenance of Technical and Scientific Equipment, Repair of Office Equipment, Repair of Office Equipment and Building	Php 10,000.00
Other MOOE	Other Maintenance and Operating Expenses	Php 10,000.00
TOTAL AMOUNT		Php 70,000.00

As such, she shall be guided by the rules & regulations regarding the handling of government funds. The petty cash shall will be for the exclusive use of FDC employees.

This order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 31st day of July 2023.

DOMINGO F. PANGANIBAN
 Senior Undersecretary



DA-CO-FDC-SO20230727-00008