



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 951
 Series of 2023

SUBJECT: DESIGNATION OF MS. JORILYN A. ROSALES AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF "WORKSHOP ON THE FINALIZATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR CALENDAR YEAR 2024"

In the exigency of service, **Ms. JORILYN A. ROSALES**, Administrative Assistant III, is hereby designated as Special Disbursing Officer.

Ms. Rosales will handle cash advance amounting to **FORTY THOUSAND PESOS ONLY (Php40,000.00)** to be used solely for payment of Toll Fees, Fuel and Gasoline, Supplies, Materials and Other Miscellaneous Expenses in the conduct of Workshop on the Finalization of the Project Procurement Management Plan (PPMP) for CY 2024 on August 29, 2023 to September 1, 2023 in Region IV-A.

EXPENSES	QTY/ UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Other Supplies, Materials, and Miscellaneous (Incidental Expenses)	1 lot	10,000.00	10,000.00
Fuel/Gasoline, and Toll Fee	1 unit	30,000.00	30,000.00
GRAND TOTAL			Php40,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated upon completion of the activity.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 14th day of August 2023.

DOMINGO F. PANGANIBAN
 Senior Undersecretary



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