



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1104  
Series of 2023

**SUBJECT: DESIGNATION OF ATTY. JEZREEL M. MENDOZA AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE UNDERSECRETARY FOR FISHERIES**

In the interest of service, **ATTY. JEZREEL M. MENDOZA**, Executive Assistant IV, is hereby designated as **Special Disbursing Officer (SDO)** to handle the cash advance of the Office of the Undersecretary for Fisheries in addition to his regular duties.

As SDO, he shall maintain a Petty Cash in the amount of **EIGHTY THOUSAND PESOS (₱ 80,000.00)** only for the following expenses chargeable against DA-OSEC funds:

Representation	₱40,000.00
Traveling expenses (purchase of RFID load/ toll & parking fees)	30,000.00
Office supplies/Other supplies and materials expenses/Utility expenses	10,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The cash advance will be for the exclusive use of the Undersecretary for Fisheries and staff.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this 8<sup>th</sup> day of September 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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