



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1140

Series of 2023

SUBJECT: DESIGNATION OF MS. ROXANNE P. LIZARDO AS SPECIAL DISBURSING OFFICER (SDO) OF THE PETTY CASH FUND FOR THE VEHICLES DISPATCHED AT DA - BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (DA - BAFS)

In the exigency of service, **MS. ROXANNE P. LIZARDO**, Administrative Officer V of the Bureau of Agriculture and Fisheries Standards, is hereby designated as Special Disbursing Officer (SDO) of the Petty Cash Fund (PCF) amounting to **SEVENTY FIVE THOUSAND PESOS (Php 75,000)** for the complete service and minor repairs and spare parts of the vehicles dispatched at DA-BAFS:

Particular	Amount
a. Complete Service	Php 25,000.00
b. Minor Repairs and Spare Parts	Php 50,000.00
TOTAL	Php 75,000.00

As such, Ms. LizarDO shall perform the following as designated SDO:

1. Disburse and liquidate petty cash fund for the intended purpose; and
2. Prepare disbursement report.

Ms. LizarDO shall be guided by the applicable laws, rules and regulations regarding the use/handling of government funds.

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

Done this 15th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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