



Masaganang Agrikultura,
Maunlad na Ekonomiya

Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

NO. 1214

Series of 2023

SUBJECT : DESIGNATION OF MS. JORILYN ROSALES, AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD PETTY CASH FUND FOR THE WORLD FOOD DAY CELEBRATION FOR CY-2023

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

Ms. Rosales will handle Cash Advance amounting to **ONE HUNDRED FORTY THOUSAND PESOS ONLY** (Php140,000.00) to be use solely for payment of Stage Decoration (Liwasang Aurora) and other miscellaneous expenses to be incurred during the World Food Day Celebration in October 2023

A. Meals	-	Php10,000.00
B. Candles/Gas for Torch	-	10,000.00
C. Rentals (Chairs/Tables)	-	20,000.00
D. Stage Decoration	-	50,000.00
E. Backdrop/Tarpaulin	-	15,000.00
F. Miscellaneous /Other Supplies	-	<u>35,000.00</u>
		Php 140,000.00

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 completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 28th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AS-SO20230919-00208