



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



SO20230928-00083

SPECIAL ORDER

No. 1264
 Series of 2023

SUBJECT : DESIGNATION OF MR. JOSEPH B. BALDELOMAR AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE FOR THE WORLD FOOD DAY CELEBRATION FOR CY-2023

In the interest of the service, **Mr. JOSEPH B. BALDELOMAR**, Administrative Assistant II is hereby designated as Special Disbursing Officer.

Mr. Baldelomar will handle Cash Advance amounting to **FORTY THOUSAND PESOS ONLY (Php40,000.00)** to be use solely for payment of Exhibit Decoration (DA Lobby) and other miscellaneous expenses to be incurred during the World Food Day Celebration in October 2023.

A. Printing of sticker on sintra board and Tarpaulins	-	P16,600.00
B. Ceremonial wreath for ribbon cutting	-	10,000.00
C. Miscellaneous/Other supplies	-	<u>13,400.00</u>
		40,000.00

He 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 5th day of October 2023.

DOMINGO F. RANGANIBAN
 Senior Undersecretary