



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. 1377

Series of 2023

SUBJECT: DESIGNATION OF ATTY. ALVIN JOHN F. BALAGBAG AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE SECRETARY

In the interest of service, **Atty. Alvin John F. Balagbag**, Head Executive Assistant and Chief of Staff of the Office of the Secretary is designated as Special Disbursing Officer (SDO) to handle the Petty Cash Fund of the Office of the Secretary in addition to his regular duties.

As SDO, he shall maintain a Petty Cash Fund in the amount of **ONE HUNDRED TWENTY THOUSAND PESOS** (Php 120,000.00) only for the following expenses chargeable against DA-OSEC Funds:

Representation	Php 85,000.00
ICT Supplies, Office Supplies, Other Supplies & Semi-Expendable - Other Machinery & Equipment	25,000.00
Toll Fees	10,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The Petty Cash Fund will be the exclusive use of OSEC officials 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 14th day of November 2023.

FRANCISCO TIU LAUREL, JR.
 Secretary



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