



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1400

Series of 2023

SUBJECT: DESIGNATION OF MS. JORILYN A. ROSALES AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF "PILOT TESTING OF THE MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (M-PHILGEPS) ON DECEMBER 4-7, 2023 IN REGION IV-A"

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

Ms. Rosales will handle cash advance amounting to **THIRTY-FIVE THOUSAND PESOS ONLY (Php35,000.00)** to be used solely for payment of Fuel and Gasoline, Supplies, Materials and Other Miscellaneous Expenses in the conduct of "Pilot Testing of the Modernized Philippine Government Electronic Procurement System (M-PHILGEPS) on December 4-7, 2023 in Region IV-A"

EXPENSES	QTY/ UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Other Supplies, Materials, and Miscellaneous (Incidental Expenses)	1 lot	25,000.00	25,000.00
Fuel/Gasoline	1 unit	10,000.00	10,000.00
GRAND TOTAL			Php35,000.00

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

Done this 15th day of November 2023.

FRANCISCO TIU LAUREL, JR.
 Secretary



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