



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

NO. 1483

Series of 2023

SUBJECT : DESIGNATION OF MR. RONALD C. PAMITTAN AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD PETTY CASH ADVANCE FOR DA-ANNUAL THANKSGIVING AFFAIR FOR CY 2023

In the exigency of service, **MR. RONALD C. PAMITTAN**, Chief Administrative Officer, General Services Division, is hereby designated as **SPECIAL DISBURSING OFFICER**.

As such, Mr. Pamittan is hereby authorized to handle Cash Advance amounting to TWO HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED TWENTY PESOS ONLY (Php 258,920.00) to be used solely for the following for the holding of the 2023 DA Annual Thanksgiving Affair:

PARTICULARS	AMOUNT (in Php)
Assorted Christmas decors	75,000.00
Christmas lights curtain type (400 lights)-white color (50cmx500cm)	25,000.00
Christmas lights-assorted colors (100 lights)-2cm	33,000.00
Rental of chairs-600pcs	15,000.00
Rental of tables-12 pcs	1,920.00
Stage decoration (DA Annual Thanksgiving Affair/Salamat Paalam)	55,000.00
Balloons (assorted colors)/10pcs. big balloons; and 190 pcs-small balloons	4,000.00
Other supplies	50,000.00
Total	258,920.00

Mr. Pamittan shall be guided by the rules and regulations covering the handling of government funds. Liquidation report shall be accomplished immediately upon the 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 12th day of DECEMBER 2023.

FRANCISCO P. TIU LAUREL, JR.
 Secretary



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