

**SPECIAL ORDER**

No. 39

Series of 2024

**SUBJECT: DESIGNATION OF MS. JORILYN A. ROSALES AS SPECIAL DISBURSING OFFICER DURING THE PART II - SEMINAR/WORKSHOP PROPER OF YEAR-END FINANCIAL EVALUATION AND ASSESSMENT FOR FY 2023 IN BAGUIO CITY ON FEBRUARY 26-MARCH 1, 2024**

Ms. Jorilyn A. Rosales, Administrative Assistant III, is hereby designated as Special Disbursing Officer to handle Cash Advance amounting to PhP30,000.00 to be used solely for purchase of Supplies, Materials and Other Miscellaneous Expenses during the conduct of the Year-end Financial Evaluation and Assessment for FY 2023 on February 26-March 1, 2024 in Baguio City.


As a Special Disbursing Officer, she is authorized to obtain Cash Advance of **THIRTY THOUSAND PESOS (PhP30,000.00)** to defray costs of the following items:

Expense	Amount
Office Supplies	₱10,000.00
Miscellaneous	20,000.00

She shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated when no longer needed or 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 15<sup>th</sup> day of JANUARY 2024.

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



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