



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 90

Series of 2024

**SUBJECT : DESIGNATION OF DIOSAMIA M SEVILLA AS SPECIAL DISBURSING OFFICER (SDO) OF PETTY CASH FUND FOR THE MISCELLANEOUS AND OTHER OPERATING EXPENSES TO BE INCURRED UNDER THE OFFICE OF THE UDERSECRETARY FOR LIVESTOCK**

In the exigency of service, **Ms. DIOSAMIA M. SEVILLA**, Supervising Agriculturist under the Office of the Undersecretary for Livestock, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO) OF THE PETTY CASH FUND** in the amount of **One Hundred Thousand Pesos (Php 100,000.00)** to defray the following cost/expense:

Object of Expenditures	Account Code	Amount (in Php)
Maintenance and other Operating Expenses		
ICT Office Supplies	5-02-03-010-01	12,000.00
Office Supplies	5-02-03-010-02	20,000.00
Fuel, Oil and Lubricants Expense	5-02-03-090-00	5,000.00
Other Supplies	5-02-03-990-00	30,000.00
Repair and Maintenance-ICT Equipment	5-02-13-210-03	3,000.00
Representation Expense	5-02-99-020-00	30,000.00
<b>Total Amount</b>		<b>100,000.00</b>

As designated SDO, Ms. Sevilla shall perform the following duties and responsibilities:

- Disburse and liquidate petty cash fund intended for the purpose, and
- Prepare Disbursement Report.

She shall be guided by the applicable laws, rules and regulations regarding the handling of government funds

This order shall take effect immediately and shall remain in force unless revoke in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 23<sup>rd</sup> day of JANUARY, 2024

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



DA-CO-USECL-SO20240122-00035