

SPECIAL ORDER

No. 143

Series of 2024

SUBJECT: DESIGNATION OF MR. LAURENZ MARVIN A. ROSALES AS SPECIAL DISBURSING OFFICER (SDO) OF THE DA-INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE (DA-ICTS)

In the exigency of service, **MR. LAURENZ MARVIN A. ROSALES**, Information Technology Officer I, is hereby designated as **Special Disbursing Officer (SDO)** to hold petty cash in the amount of **One Hundred Thousand Pesos (Php 100,000.00)** to defray the following costs/ expenses:

Object of Expenditures	Account Code	Amount (In Php)
Maintenance and other Operating Expenses (MOOE)		
ICT Office Supplies	50203010 01	25,000.00
Office Supplies	50203010 02	20,000.00
Fuel, Oil and Lubricants Expenses	50203090 00	5,000.00
Other Supplies and Materials Expenses	50203990 00	10,000.00
Repairs and Maintenance Semi-Expendable - ICT Equipment	50213210 00	10,000.00
Representation Expenses	50299030 00	30,000.00
Total Amount		100,000.00

As designated SDO, Mr. Rosales shall be guided by the applicable laws, rules, and regulations regarding the handling of government funds. The cash advance should be liquidated immediately when no longer needed or upon completion of the purpose for which the petty cash is intended for.

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

Done this 1st day of February 2024.


FRANCISCO P. TIUA LAUREL JR.
Secretary



DA-CO-ICTS-SO20240125-00005