



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

No. 161

Series of 2024

**SUBJECT: DESIGNATION OF MS. JORILYN A. ROSALES AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF TRAININGS FOR THE MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (MPHILGEPS)**

In the interest of service, **Ms. JORILYN A. ROSALES**, Administrative Assistant III, General Services Division is hereby designated as Special Disbursing Officer for the conduct of trainings for the Modernized Philippine Government Electronic Procurement System (MPhilGEPS)

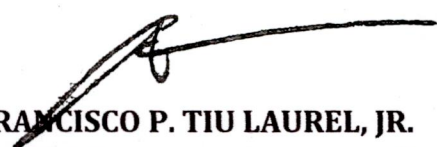
Ms. Rosales will handle cash advance amounting to **FORTY-FIVE THOUSAND PESOS ONLY (Php45,000.00)** to be used solely for the payment of Toll Fee, Fuel, Supplies, Materials, and Other Miscellaneous Expenses in the conduct of Trainings in MPhilGEPS.

TRAININGS/ WORKSHOPS	EXPENSES	QTY/ UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Luzon B Cluster (February 5-8, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	10,000.00	10,000.00
Bureaus, Foreign Assisted Projects Cluster (February 12-15, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	8,000.00	8,000.00
	Toll Fee, Fuel	1 unit	7,000.00	7,000.00
Mindanao A Cluster (March 11-14, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	10,000.00	10,000.00
Mindanao B Cluster (March 18-21, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	10,000.00	10,000.00
<b>GRAND TOTAL</b>				<b>Php45,000.00</b>

As such, she shall be guided by the rules and regulations on handling 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 other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 5th day of February 2024.

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



DA-CO-AS-SO20240130-00040