



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



DA-CO-AMAS-SO20240208-00009

SPECIAL ORDER

No. 209

Series of 2024

SUBJECT: DESIGNATION OF DIRECTOR JUNIBERT E. DE SAGUN AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD PETTY CASH FUND FOR KADIWA RETAIL SELLING ACTIVITIES

In the exigency of service, Mr. Junibert E. De Sagun, Director IV, Agribusiness and Marketing Assistance Service (AMAS), is hereby designated as Special Disbursing Officer (SDO), to handle petty cash fund to be used solely for the Kadiwa retail selling activities.

The monthly budgetary requirement amounting to **One Hundred Twenty-Six Thousand Twenty Pesos (Php 126,020.00)** shall cover the following expenses, chargeable against DA-AMAS funds, subject to the availability of funds and government accounting and auditing rules and regulations:

Object of Expenditures	Account Code	Amount in (Php)
Food/meals	5-02-99-303-00	114,720.00
Other Supplies and Materials	5-02-03-990-00	6,500.00
Printing of Tarpaulin	5-02-99-020-00	3,000.00
Incidental Expenses	5-02-99-990-99	1,800.00
Total		126,020.00

As designated SDO, Director De Sagun shall perform the following duties and responsibilities:

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

He shall be guided by the applicable laws, rules and regulations regarding the handling of government funds. In addition, the petty cash disbursement and utilization shall be regularly evaluated to determine the sufficiency of the petty cash fund for its monthly operation.

This Order shall take effect immediately and shall remain in force until revoked.

Done this 13th day of February 2024.

FRANCISCO P. TIU LAUREL JR.
Secretary

