



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 215

Series of 2024

SUBJECT: **DESIGNATION OF MS. LOTIS H. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) OF THE DA - PROCUREMENT DIVISION**

In the exigency of service, **Ms. LOTIS H. LOPEZ**, Administrative Officer V, is hereby designated as Special Disbursing Officer (SDO) for the conduct of Luzon A and Visayas Cluster trainings on Modernized Philippine Government Electronic Procurement System (MPhilGEPS) and the preparation of PPMP for CY 2025.


Ms. Lopez will handle cash advance amounting to **FIFTY-FIVE THOUSAND PESOS ONLY (Php55,000.00)** to be used solely for the payment of the following expenses for the abovementioned activities:

TRAININGS/ WORKSHOPS	EXPENSES	QTY/UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Preparation of PPMP CY 2025 (February 19-23, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	20,000.00	20,000.00
	Fuel	1 unit	10,000.00	10,000.00
Luzon A Cluster (February 26-29, 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
Visayas Cluster (March 4-7, 2024)	Other Supplies, Materials, and Miscellaneous Expenses	1 lot	10,000.00	10,000.00
GRAND TOTAL				Php55,000.00

As such, she shall be guided by the rules and regulations on handling of 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 16th day of February 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary



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