



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 245

Series of 2024

SUBJECT : DESIGNATION OF ATTY. ARMANDO R. CROBALDE, JR. AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

In the interest of service, Atty. Armando R. Crobalde, Jr., Chief of Staff of the Office of the Undersecretary for Operations is hereby designated as **Special Disbursing Officer (SDO)** to handle Petty Cash Fund for the Office of the Undersecretary for Operations.


As SDO, he shall maintain a Petty Cash Fund in the amount of **FIFTY THOUSAND PESOS (PhP 50,000.00)** to defray the following expenses chargeable against Field Programs Monitoring Activities (FPMA) Funds:

PARTICULARS	AMOUNT (PhP)
Representation	32,000.00
Office & ICT Supplies	8,000.00
Toll Fees	10,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The Petty Cash Fund will be the exclusive use of the office of the Undersecretary for Operations.

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 16th day of February 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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