



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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## SPECIAL ORDER

No. 289

Series of 2024

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 56, SERIES OF 2024  
ENTITLED "DESIGNATION OF MS. JORILYN A. ROSALES AS SPECIAL  
DISBURSING OFFICER FOR THE PHILIPPINE RURAL DEVELOPMENT  
PROJECT - NATIONAL PROJECT COORDINATION OFFICE (PRDP-  
NPCO)"**


In the exigency of service, Special Order (S.O.) No. 56, Series of 2024 designating Ms. Rosales as Special Disbursing Officer (SDO) to hold and maintain petty cash is herein amended to change the amount of petty cash fund from One Hundred Fifty-Five Thousand Pesos (P155,000.00) to One Hundred Eight Thousand Five Hundred Pesos (P108,500.00) to defray the following expenses:

PARTICULARS	AMOUNT (Php)
Representation Expenses (meetings)	37,500.00
Repairs, Maintenance and Diagnosis of Vehicles / Equipment	5,000.00
Travelling Expenses (Toll Fees)	39,000.00
Courier, Postage and Mailing Expenses	2,000.00
Renewal of Registration of PRDP Vehicles	2,500.00
Supplies (Office, Janitorial and Other Supplies)	8,000.00
IT Supplies/Semi Expendable Supplies	7,000.00
Printing and Publication	1,500.00
Other Expenses / Miscellaneous	5,000.00
Accountable Forms	1,000.00
<b>TOTAL</b>	<b>108,500.00</b>

All other provisions in S.O. No. 56, Series of 2024 shall remain in order.

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

Done this 1st day of March 2024.

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



DA-CO-PRDP-SO20240226-00012