



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 332

Series of 2024

SUBJECT: DESIGNATION OF MR. MARLON CHARLES P. RUFO AS THE SPECIAL DISBURSING OFFICER (SDO) FOR THE PARTICIPATION IN SPECIALTY COFFEE EXPO ON APRIL 12-14, 2024 IN CHICAGO, ILLINOIS, USA

In the interest of service, **MR. MARLON CHARLES P. RUFO**, Market Specialist II of the Market Development Division (MDD), Agribusiness and Marketing Assistance Service (AMAS) is hereby designated as Special Disbursing Officer (SDO) pursuant to Section 618 of the Revised Administrative Code, in view of the DA participation to 2024 Specialty Coffee Expo on April 12-14, 2024, Chicago, Illinois, USA,

As Special Disbursing Officer, Mr. Rufo is authorized to obtain a cash advance amounting to **Three Hundred Seventy Thousand Pesos (P370,000.00)** to defray the following costs/expenses related to the above activity:

Particulars	Amount in Php
Vehicle Rental/Transportation	70,000.00
Meeting Expenses for Food	100,000.00
Exhibit Materials	50,000.00
Supplies	30,000.00
Communication Allowance	20,000.00
Incidental Expenses (Cupping Room Rental, Freight Cost, Badges, and other MOOE's)	100,000.00
TOTAL	370,000.00

He shall be guided by the rules and regulations regarding the handling of governments funds. The cash advance should be liquidated upon completion of the purpose for which it was given.

This Order shall take effect immediately.

Done this 6th day of March, 2024



DA-CO-AMAS-SO20240304-00016


FRANCISCO P. TIULA LAUREL Jr.
Secretary