



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

**SPECIAL ORDER**

No. 435

Series of 2024

**SUBJECT: DESIGNATION OF ATTY. ELLAINE DENICE H. MARALLAG AS SPECIAL DISBURSING OFFICER (SDO) OF THE OFFICE OF THE SECRETARY**

In the exigency of service, **ATTY. ELLAINE DENICE H. MARALLAG**, Executive Assistant III, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** to handle Petty Cash Fund for the Office of the Secretary, in addition to her regular duties and responsibilities.

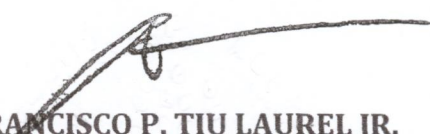
As SDO, she shall maintain a Petty Cash Fund in the amount of **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00) only** to defray the following expenses:

<b>PARTICULARS</b>	<b>AMOUNT (in Php)</b>
Representation	85,000.00
ICT Supplies, Office Supplies, Other Supplies & Semi-Expandable-Other Machinery & Equipment	25,000.00
Toll fees	10,000.00
<b>Total</b>	<b>120,000.00</b>

As designated SDO, Atty. Marallag shall be guided by the applicable laws, rules and regulations regarding the handling of government funds.

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 25<sup>th</sup> day of MARCH 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *FL*



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