



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 457
 Series of 2024

SUBJECT : DESIGNATION OF MS. APRIL THERESE M. DE GUZMAN AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE ASSISTANT SECRETARY FOR POLICY AND REGULATIONS

In the interest of service, **MS. APRIL THERESE M. DE GUZMAN**, Development Management Officer III and OIC-Chief, Food, Agriculture and Fisheries Policy Division (FAFPD), Policy Research Service (PRS), is hereby designated as **Special Disbursing Officer** to handle the Petty Cash Fund for the Office of the Assistant Secretary for Policy and Regulations.

As Special Disbursing Officer, she shall maintain a Petty Cash Fund in the amount of **FIFTY THOUSAND PESOS (Php 50,000.00)** to defray the following expenses chargeable against available DA OSEC funds:

PARTICULARS	AMOUNT (Php)
Representation	32,000.00
Office and ICT Supplies	8,000.00
Toll Fees	10,000.00

As such, she shall be guided by the rules and regulations regarding the handling of government funds. The Petty Cash Fund shall only be for the exclusive use of the Office of the Assistant Secretary for Policy and Regulations.

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

Done this 1st day of APRIL 2024.

FRANCISCO TIU LAUREL, JR.
 Secretary

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