



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 4/5

Series of 2024

SUBJECT: DESIGNATION OF MS. LOTIS H. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF LUZON A CLUSTER TRAINING ON MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (MPHILGEPS)

In the exigency of service, **Ms. LOTIS H. LOPEZ**, Administrative Officer V, is hereby designated as Special Disbursing Officer (SDO) for the conduct of Luzon A training on Modernized Philippine Government Electronic Procurement System (MPhilGEPS) on April 15 - 18, 2024 in Cordillera Administrative Region (CAR).


Ms. Lopez will handle cash advance amounting to **TWENTY-FIVE THOUSAND PESOS (Php25,000.00)** to be used solely for payment of the following expenses for the above-mentioned activities:

PARTICULARS	QTY/UNITS	UNIT COST (PHP)	TOTAL COST (PHP)
Other Supplies, Materials, and Miscellaneous Expenses	1 lot	15,000.00	15,000.00
Toll Fee, Fuel	1 unit	10,000.00	10,000.00
GRAND TOTAL			Php25,000.00

As such, she shall be guided by the rules and regulations on handling of government funds. The cash advance should be immediately liquidated upon completion of the activity.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activity. All other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 12th day of APRIL 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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