



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

No. 599

Series of 2024

**SUBJECT : DESIGNATION OF MS. CARMELA M. GONZALES AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE UNDERSECRETARY FOR POLICY, PLANNING AND REGULATIONS**

In the interest of service, **MS. CARMELA M. GONZALES**, Administrative Assistant II, 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 Undersecretary for Policy, Planning 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	30,000.00
Office and ICT Supplies	10,000.00
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 Undersecretary for Policy, Planning, 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 23<sup>rd</sup> day of APRIL 2024.

  
**FRANCISCO TIU LAUREL, JR.**  
Secretary



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