



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 648
 Series of 2024

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

In the exigency of service, **MS. LOTIS H. LOPEZ**, Administrative Officer V, Procurement Division, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF MINDANAO A CLUSTER TRAINING ON MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (MPHILGEPS)** on May 28-31, 2024.

As such, Ms. Lopez is hereby authorized to handle cash advance amounting to **FIFTY THOUSAND PESOS (Php50,000.00) ONLY** to be used to defray the following cost/expenses:

PARTICULARS	QTY/UNIT	UNIT COST (PhP)	TOTAL COST (in PhP)
Other Supplies, Materials, and Miscellaneous Expenses	1 lot	15,000.00	15,000.00
Incidental Expenses (Vehicle Rental)	1 unit	35,000.00	35,000.00
Total			50,000.00

As designated SDO, Ms. Lopez shall be guided by the applicable laws, rules and regulations regarding the handling of government funds. The cash advance should be liquidated immediately when no longer needed or upon completion of the purpose for which the petty cash is intended for.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity. Special Order No. 161, Series of 2024 on the designation of Ms. Jorilyn A. Rosales as SDO for the conduct of the above activity, date of activity, amount of cash advance, and the expenses where the cash advance are to be spent on is hereby amended and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of May 2024.

FRANCISCO P. TIU LAUREL JR.
 Secretary A



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