



Masaganang Agrikultura
Mamunlad na Ekonomiya

Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 690
Series of 2024

SUBJECT: DESIGNATION OF MR. ALVIN PAUL J. DIRAIN AS SPECIAL DISBURSING OFFICER (SDO) OF THE OFFICE OF THE UNDERSECRETARY FOR LIVESTOCK

In the exigency of service, **MR. ALVIN PAUL J. DIRAIN**, Deputy Program Director of the DA-National Livestock Program under the Office of the Undersecretary for Livestock, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** to handle Petty Cash Fund for the Office of the National Livestock Program, in addition to his regular duties and responsibilities.

As SDO, he shall maintain a Petty Cash Fund in the amount of **THREE HUNDRED EIGHTY THOUSAND PESOS (Php 380,000.00) only** to defray the following expenses:

PARTICULARS	AMOUNT (in Php)
ICT Office Supplies	50,000.00
Office Supplies	100,000.00
Other Supplies	115,000.00
Repair and Maintenance-ICT Equipment	15,000.00
Representation	100,000.00
Total Amount	380,000.00

As designated SDO, Mr. Dirain 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 10th day of May 2024.

FRANCISCO P. TIU LAUREL JR.
Secretary

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