



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 721
 Series of 2024

SUBJECT: DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE 1ST PHILIPPINES-JAPAN JOINT COMMITTEE ON AGRICULTURE WITH THE MINISTRY OF AGRICULTURE, FORESTRY AND FISHERIES (MAFF) OF JAPAN

In the interest of service, **MS. JANET D. GARCIA**, Chief of the International Affairs Division, is hereby designated as Special Disbursing Officer without additional compensation, pursuant to Section 61B of the Revised Administration Code as amended.

As Special Disbursing Officer, **Ms. Janet D. Garcia** is authorized to handle cash advance amounting to Fifty-Two Thousand Six Hundred Eighty Pesos Only (**₱52,680.00**) to defray the cost of expenses for the Hosting of the 1st Philippines – Japan Joint Committee on Agriculture on May 27 to 30, 2024 inclusive of preparatory and post meetings as follows:

1. TOKENS

- Head of the Delegation PHP 2,500.00
- Members of the Japan Delegation (5) 7,500.00

2. MEALS

- Philippine Delegation/Secretariat 7,000.00
- Fieldtrip AM snacks for the delegation and support staff from the Philippines 7,000.00
- Bottled Water 1,000.00

3. TOLL FEE EXPENSES/ PARKING FEE

- Toll Fee 1,000.00
- Parking Fee 500.00

4. FUEL OIL AND LUBRICANT EXPENSES

- Gasoline 5,000.00

5. SUPPLIES

- A4 Bond Paper 4,000.00
- Sign Pen (Black) 1,400.00
- Signing Folder 5,000.00
- Regular Ball pen 2,000.00

6. INCIDENTAL EXPENSES 8,780.00

TOTAL 52,680.00

The cash advance should be immediately liquidated when no longer needed, or upon completion of the purpose for the which it was given.

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

Done this 21st day of May 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary *A*



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