



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

No. 722

Series of 2024

**SUBJECT: DESIGNATION OF MS. JANET D. GARCIA AS SPECIAL DISBURSING OFFICER FOR THE HOSTING OF THE 3<sup>RD</sup> PHILIPPINES-VIET NAM JOINT COMMITTEE ON AGRICULTURE MEETING**

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 advance to handle cash advance amounting to Ninety-Five Thousand Two Hundred Eighty Pesos Only (**P95,280.00**) to defray the cost of expenses for the Hosting of the 3<sup>rd</sup> Philippines – Viet Nam Joint Committee on Agriculture Meeting on June 26-28, 2024 inclusive of preparatory and post meetings as follows:

### 1. TOKENS

- |   |              |
|---|--------------|
| • Head of the Delegation                  | PHP 2,500.00 |
| • Members of the Viet Nam Delegation (26) | 39,000.00    |

### 2. MEALS

- |   |           |
|---|-----------|
| • Philippine Delegation/Secretariat   | 10,000.00 |
| • Fieldtrip AM snacks for the delegation and support staff from the Philippines | 7,000.00  |
| • Bottled Water   | 2,000.00  |

### 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 15,880.00

**TOTAL** **95,280.00**

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 21<sup>st</sup> day of May 2024.

  
FRANCISCO P. TIU LAUREL, JR.  
Secretary



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