



Masaganang Agrikultura,
Mawinlad na Ekonomiya

Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 741
Series of 2024

SUBJECT: DESIGNATION OF MS. EUNICE F. BIBLANIAS AS SPECIAL DISBURSING OFFICER ON CASH ADVANCE FOR THE SEMINAR WORKSHOP ON ELECTRONIC RECORDS MANAGEMENT POLICY

In the interest of service, **MS. EUNICE F. BIBLANIAS**, Chief, Cash and Disbursement Section, General Services Division, is hereby designated as Special Disbursing Officer and authorized to handle a cash advance in the amount of **Fifteen Thousand Pesos (P15,000.00)** to be used during the Seminar-Workshop on Electronic Records Management Policy on 24-28 June 2024, to defray the following expenses:

Training Supplies and Materials (please see attached breakdown)	P10,000.00
Miscellaneous Expenses	P 5,000.00
TOTAL	P15,000.00

As such, she shall be guided by applicable laws, rules and regulations regarding the use and handling of government funds. The said cash advance shall be liquidated immediately upon completion of the purpose for which it was given.

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

Done this 24th day of May 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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