



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 846

Series of 2024

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

In the exigency of service, **Ms. LOTIS H. LOPEZ**, Administrative Officer V, is hereby designated as **Special Disbursing Officer (SDO)** for the conduct of Mindanao B training on Modernized Philippine Government Electronic Procurement System (MPHILGEPS) on July 9 - 12, 2024 in Region XII.

Ms. Lopez is hereby authorized to handle cash advance amounting to **FIFTY THOUSAND PESOS ONLY (Php50,000.00)** to be used solely for payment of the following expenses for the above-mentioned activity:

PARTICULARS	QTY/UNIT	UNIT COST (PHP)	TOTAL COST (PHP)
Other Supplies, Materials, and Miscellaneous Expenses	1 lot	20,000.00	20,000.00
Incidental Expenses (Vehicle Rental)	1 unit	30,000.00	30,000.00
GRAND TOTAL			Php50,000.00

As such, she shall be guided by the rules and regulations on handling of government funds. The cash advance should be immediately liquidated upon completion of the activity.

Special Order No. 161, Series of 2024 is hereby amended to change the designated Special Disbursing Officer for Mindanao B Cluster from Ms. Jorilyn A. Rosales to **Ms. Lotis H. Lopez** and the amount of cash advance from Php 10, 000.00 to Php 50,000.00.

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

Done this 7th day of JUNE 2024.

FRANCISCO P. TIU LAUREL JR.
Secretary



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