



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

No. 981  
Series of 2024

**SUBJECT: DESIGNATION OF ENGR. ANNE GLYN F. LISBO AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD AND DISBURSE PETTY CASH FUND FOR THE REPRESENTATION AND OTHER SUPPLIES UNDER THE HIGH-VALUE CROPS DEVELOPMENT PROGRAM (HVCDP)**

In the exigency of service, **ENGR. ANNE GLYN F. LISBO**, Deputy Director of HVCDP, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO) to handle Petty Cash Fund (PCF)** under the High Value Crops Development Program (HVCDP) amounting to **FIFTEEN THOUSAND PESOS (P15,000.00)** to defray the following cost/expense:

Object of Expenditures	Account Code	Amount in (PhP)
Representation Expense	5-02-99-030-00	7,000.00
Other Supplies	5-02-03-990-00	4,000.00
Other Maintenance and Operating Expense	5-02-99-990-00	3,000.00
Printing and Publication Expense	5-02-99-020-00	1,000.00
<b>Total</b>		<b>15,000.00</b>

As designated SDO, Deputy Director Lisbo shall perform the following duties and responsibilities.

- Disburse and liquidate petty cash fund intended for the purpose; and
- Prepare Disbursement Report.

She shall be guided by and shall comply strictly with the existing government accounting and auditing rules and regulations pertaining to disbursement and handling government funds. She shall also be bonded accordingly.

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 5th day of July 2024.

**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



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