



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 984
Series of 2024

SUBJECT: **DESIGNATION OF MS. LOTIS H. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF RE-ORIENTATION ON THE PROCUREMENT PROCESS AND ROLES OF PROCUREMENT COORDINATORS OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE**

In the exigency of service, **Ms. LOTIS H. LOPEZ**, Administrative Officer V, is hereby designated as **Special Disbursing Officer (SDO)** for the conduct of Re-Orientation on the Procurement Process and Roles of Procurement Coordinators of the Department of Agriculture – Central Office on July 1 - 4, 2024 in Quezon City.

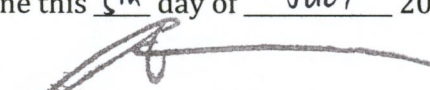
Ms. Lopez is hereby authorized to handle cash advance amounting to **TWENTY THOUSAND PESOS ONLY (Php20,000.00)** to be used solely for payment of the following expenses:

PARTICULARS	TOTAL COST (PHP)
Other Supplies and Materials (please see attached breakdown)	15,000.00
Miscellaneous Expenses	5,000.00
GRAND TOTAL	Php20,000.00

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.

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 5th day of JULY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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