



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 1713

Series of 2024

SUBJECT: DESIGNATION OF JOSEPH C. MANICAD 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, **JOSEPH C. MANICAD**, 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
Total		15,000.00


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

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

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

This Order shall take effect immediately and shall remain in force unless revoked in writing. Special Order No. 911, series of 2024 and other issuances inconsistent herewith are deemed revoked.

Done this 13th day of November 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-OUHVCR-3020241103-00063