



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 142

Series of 2025

SUBJECT: DESIGNATION OF ATTY. ELLAINE DENICE H. MARALLAG AS SPECIAL DISBURSING OFFICER (SDO) OF THE OFFICE OF THE SECRETARY

In the exigency of service, **ATTY. ELLAINE DENICE H. MARALLAG**, Head Executive Assistant, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** to handle Petty Cash Fund for the Office of the Secretary, in addition to her regular duties and responsibilities.

As SDO, she shall maintain a Petty Cash Fund in the amount of **ONE HUNDRED THOUSAND PESOS (Php 100,000.00) only** to defray the following expenses:

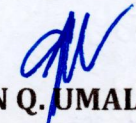
PARTICULARS	AMOUNT (in Php)
Representation	60,000.00
ICT Supplies, Office Supplies, Other Supplies & Semi-Expandable-Other Machinery & Equipment	30,000.00
Toll fees	10,000.00
Total	100,000.00

As designated SDO, Atty. Marallag shall be guided by the applicable laws, rules and regulations regarding the handling of government funds.

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 24th day of JANUARY 2025.

For and by the Authority of the Secretary


ALLAN Q. UMALI
 Undersecretary for Administration
 (per Special Order No. 1014, Series of 2024)



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