



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

No. 18  
Series of 2025

**SUBJECT : DESIGNATION OF ATTY. ARMANDO R. CROBALDE, JR. AS SPECIAL DISBURSING OFFICER FOR THE OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

In the interest of service, Atty. Armando R. Crobalde, Jr., Chief of Staff of the Office of the Undersecretary for Operations, is hereby designated as **Special Disbursing Officer (SDO)** to handle Petty Cash Fund for the Office of the Undersecretary for Operations.

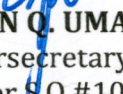
As SDO, he shall maintain a Petty Cash Fund in the amount of **FORTY THOUSAND PESOS (Ph 40,000.00)** to defray the following expenses chargeable against Field Programs Monitoring Activities (FPMA) Funds:

PARTICULARS	AMOUNT
Representations	Php 25,000.00
Office/CT Supplies and Office/ICT Semi-Expendable Machinery & Equipment Supplies	10,000.00
Toll Fees	5,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The Petty Cash Fund will be the exclusive use of the office of the Undersecretary for Operations.

This Order shall take effect immediately and shall remain in force unless revoke in writing. All orders memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 9th day of January 2025.

  
**ALLAN Q. UMALI**  
Undersecretary for Administration  
(as per S.O.#1014 Series of 2024)



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