



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

NO: 74
Series of 2025

SUBJECT: AUTHORITY TO CONDUCT THE PHILIPPINE CARABAO CENTER YEAR-END CLOSING OF BOOKS FOR FY 2024 ON JANUARY 20 TO 24, 2025 IN A PRIVATE FACILITY IN SAN JOSE, NUEVA ECIJA

In the exigency of the service, the Philippine Carabao Center (PCC), is hereby authorized to conduct the Year-End Closing of Books for FY 2024 to be held in a private facility in San Jose City, Nueva Ecija on January 20 to 24, 2025.

The annual closing of books is a vital function of the PCC Finance Group, ensuring adherence to mandatory financial accountability reports, particularly the preparation of the agency's consolidated financial statements. This activity is crucial for achieving consistency and reliability in the consolidated accounting information. Moreover, it serves as an essential platform for addressing challenges related to budget execution and financial operations across the agency's operating units.

The authorized participants are as follows:

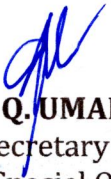
Agency/Office	Number of participants
Philippine Carabao Center (concerned personnel from PCC NHGP; PC Regional Center's accountants, bookkeepers, administrative staff and resource persons)	59 participants
DA-Office of the Secretary Staff	3 participants

Participants are entitled to travel expenses, including per diem and plane tickets, chargeable to the funds of their respective offices. All other expenses, such as food, accommodation, workshop materials, and other related costs will be charged to the PCC NHGP Accounting Section's Funds, in accordance with applicable budgeting, accounting and auditing rules and regulations.

This order shall take effect immediately and shall be considered revoked upon the completion of the event. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 15th day of January 2025

For and By the Authority of the Secretary


ALLAN Q. UMALI
Undersecretary for Administration
As per Special Order No. 618, Series of 2024



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