



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.: 75
Series of 2025

SUBJECT: DESIGNATION OF MR. SERAFIN O. AREVALO AS SPECIAL DISBURSING OFFICER (SDO) TO HOLD CASH ADVANCE FOR VARIOUS SUPPLIES AND OTHER SUPPLIES FOR THE DA MAIN AND NEW BUILDING

In the interest of service, **MR. SERAFIN O. AREVALO** of the General Services Division is hereby designated as Special Disbursing Officer (SDO) of the Petty Cash Fund in the amount of Two Hundred Fifteen Thousand Pesos (P215,000.00) for various supplies and other supplies for the DA main and new building offices:

PARTICULARS	AMOUNT
Office Supplies	Php 30,000.00
Repair of Various Equipment	Php 30,000.00
Other Supplies	Php 20,000.00
Aircon Supplies	Php 30,000.00
Hardware Supplies	Php 30,000.00
Plumbing Supplies	Php 30,000.00
Electrical Supplies	Php 30,000.00
Gasoline of Generator Set and Grass Cutter	Php 5,000.00
ICT Supplies	Php 10,000.00
TOTAL AMOUNT	Php 215,000.00

As such, Mr. Arevalo shall perform the following as designated Special Disbursing Officer:


1. Disburse and liquidate petty cash fund for the intended purpose, and
2. Perform disbursement report.

He shall be guided by the applicable laws, rules and regulation regarding the use/handling of government funds.

This Order shall take effect immediately and shall remain in full force until revoked in writing. All orders 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. 1014, Series of 2024)



DA-CO-AS-SO20250114-00010