



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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DA-CO-FMS-SO20250110-00002

**SPECIAL ORDER**

No. 78

Series of 2025

**SUBJECT: DESIGNATION OF MS. MONINA MARIE G. CHENG, AS SPECIAL DISBURSING OFFICER (SDO) DURING PART II: SEMINAR/WORKSHOP PROPER OF THE YEAR-END FINANCIAL EVALUATION AND ASSESSMENT FOR FY 2024 IN DAVAO CITY ON FEBRUARY 24-28, 2025**

In the interest of the service, **MS. MONINA MARIE G. CHENG**, Administrative Officer II, Accounting Division, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** and is authorized to hold a cash advance amounting to PhP30,000.00 during the conduct of the Year-end Financial Evaluation and Assessment for FY 2024 on February 24-28, 2025 in Davao City to defray as follows:

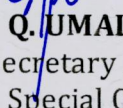
Particulars	Amount
Office Supplies	PhP20,000.00
Miscellaneous	10,000.00
<b>Total</b>	<b>PhP30,000.0</b>

She shall be guided by the rules and regulations regarding the handling of government funds. The cash advance should be immediately liquidated when no longer needed or upon completion of the activity.

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

Done this 15<sup>th</sup> 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)