



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

Number 182  
 Series of 2025

**SUBJECT : DESIGNATION OF JOEL M. MALIBIRAN AS SPECIAL DISBURSING OFFICER OF DA- FOOD DEVELOPMENT CENTER**

In the interest of service, **MR. JOEL M. MALIBIRAN**, Administrative Assistant II of the Financial and Administrative Division is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** to hold and disburse Petty Cash Fund (PCF) of the DA - Food Development Center in addition to his regular duties.

As SDO, he shall maintain a Petty Cash in the amount of **ONE HUNDRED EIGHTY THOUSAND PESOS (Php 180,000.00)** only for the following expenses chargeable against the DA-FDC MOOE funds:

Supplies and Materials	Purchase of Office Supplies, Laboratory Supplies, ICT Supplies, Other Supplies and Materials	PhP 60,000.00
Semi-Expendable	Purchase of Semi-Expendable Office Equipment and Other Machinery and Equipment	Php 20,000.00
Repairs and Maintenance	Preventive Maintenance of Technical and Scientific Equipment, Repair of Office Equipment and Repair of Building	PhP 50,000.00
Other MOOE	Other Maintenance and Operating Expenses	PhP 50,000.00

As such, he shall be guided by the rules and regulations regarding the handling of government funds. The petty cash shall be for exclusive use of FDC operations.

This Order shall take effect immediately and shall remain enforced until revoked in writing. All orders and issuances inconsistent herewith are deemed revoked.

Done this 4<sup>th</sup> day of February 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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