



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. 236

Series of 2025

SUBJECT: AMENDMENT TO SPECIAL ORDER NO. 142, SERIES OF 2025, DESIGNATION OF ATTY. ELLAINE DENICE H. MARALLAG AS SPECIAL DISBURSING OFFICER (SDO) OF THE OFFICE OF THE SECRETARY

In the interest of service, Special Order (SO) No. 142, Series of 2025 on the designation of Atty. Ellaine Denice H. Marallag, Head Executive Assistant as Special Disbursing Officer (SDO) to handle Petty Cash Fund for the Office of the Secretary in the amount of One Hundred Thousand Pesos (Php 100,000.00) only is hereby amended to change the items of expenses and respective amount as follows:

PARTICULARS	AMOUNT (in Php)
Representation/Food	70,000.00
ICT Supplies, Office Supplies, Other Supplies & Semi-Expandable-Other Machinery & Equipment	30,000.00
Total	100,000.00

All other provisions in SO No. 142, Series of 2025 shall remain in order.

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

Done this 13th day of February 2025.

For and By the Authority of the Secretary

ATTY. ALLEN KRISTOPHER A. ANARNA, CPA
 Officer in Charge, Office of the Undersecretary for Administration
 (per Special Order No. 177, Series of 2025)



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