



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

No. 279  
 Series of 2025

**SUBJECT: DESIGNATION OF MS. PERLA E. FLORES AS SPECIAL DISBURSING OFFICER (SDO) OF THE DA-AGRICULTURE AND FISHERIES INFORMATION DIVISION (DA-AFID)**

In the exigency of service, **MS. PERLA E. FLORES**, is hereby designated as **SPECIAL DISBURSING OFFICER (SDO)** to hold petty cash in the amount of **Forty Thousand Pesos (Php 40,000.00)** to defray the following cost/expenses:

	<b>PARTICULARS</b>	<b>AMOUNT (in Php)</b>
<b>Office Supplies, Semi-Expendable Office Supplies, AV Supplies, ICT Supplies, Semi-Expendable ICT Supplies and Other Supplies</b>	Purchase of various office supplies, Semi-Expendable Office Supplies, AV Supplies, ICT Supplies, Semi-Expendable ICT Supplies, Audio Visual (AV), Information Communication Technology (ICT), and Other Supplies	15,000.00
<b>Mailing</b>	Mailing costs and freight charge of instructional information materials on the banner programs of DA and other agriculture-related info materials	5,000.00
<b>Repair of Audio Visual (AV), ICT Equipment, and Maintenance</b>	Repair of AV and printing equipment, computers, printers, and other peripherals	5,000.00
<b>Other Services</b>	Other services such as printing of calling cards of DA officials, printing and blow-up of colored photos, honing of blades, printing of tarpaulins, parking fees and toll fees etc.	15,000.00
	<b>Total</b>	<b>40,000.00</b>

As designated SDO, Ms. Flores shall be guided by the applicable laws, rules and regulations regarding the handling of government funds. The cash advance should be liquidated immediately when no longer needed or upon completion of the purpose for which the petty cash is intended for.

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 23<sup>rd</sup> day of February 2025.

For and By the Authority of the Secretary

**ATTY. ALLEN KRISTOPHER A. ANARNA, CPA**  
 OIC - Undersecretary for Administration  
 (per Special Order No. 177, Series of 2025)



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