



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 300
 Series of 2025

SUBJECT: DESIGNATION OF AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE (AMAS) PERSONNEL AS SPECIAL DISBURSING OFFICERS (SDOs) FOR THE TRADE AND MARKET RELATED EVENTS FOR CALENDAR YEAR 2025

In the interest of the service and in view of the various trade and market-related events for Calendar Year 2025 as approved per GAA 2025, the following personnel of the Agribusiness and Marketing Assistance (AMAS) are hereby designated as Special Disbursing Officer without additional compensation, pursuant to Section 618 of the Revised Administrative Code as amended.

As SDOs, they are authorized to obtain a cash advance to defray cost/expenses, as follows:

Activities	Assigned SDO	Items	Amount (PhP)	TOTAL
National Women's Month March 2025	Jorilyn A. Rosales	Ceremonial wreath and other supplies and materials	20,000.00	20,000.00
Filipino Food Month (Media Launch, Kick-Off Activity and Closing Ceremony) March – April 2025	Joyce M. Bengo	Food /Meals	15,000.00	165,000.00
		Food ingredients during Cooking Demo (Kick-Off Activity)	80,000.00	
		Other supplies and Materials	60,000.00	
		Miscellaneous	10,000.00	
Ang Sarap! Filipino Food Festival April 2025	Leonila R. Baes	Food/Meals	30,000.00	175,000.00
		Food (Opening Program)	75,000.00	

		Other Supplies and materials	60,000.00	
		Miscellaneous	10,000.00	
Farmers and Fisherfolk Month	Jennifer T. Torred	Ceremonial wreath	10,000.00	20,000.00
May 2025		Other supplies and materials	10,000.00	
IFEX Philippines 2025	Vivian N. Doroja	Food/Meals	20,000.00	20,000.00
May 22-24, 2025				
DA Anniversary Fair	Jennifer T. Torred	Ceremonial wreath	10,000.00	20,000.00
June 2025		Other supplies and materials	10,000.00	
Independence Day	Marlon Charles P. Rufo	Food/Meals	4,590.00	4,590.00
June 2025				
World Food Day	Jorilyn A. Rosales	Ceremonial wreath	10,000.00	20,000.00
October 2025		Other supplies and materials	10,000.00	
Kadiwa ng Pangulo Expo	Ronaldo S. Caddarao	Food / Meals	30,000.00	80,000.00
November 2025		Office Supplies	30,000.00	
		Miscellaneous	20,000.00	
Philippine Natural and Organic Products Expo (PNOPEX)	Trinidad P. Carlos	Food	70,000.00	135,000.00
November 2025		Other supplies and materials	50,000.00	
		Office supplies	10,000.00	
		Miscellaneous	5,000.00	



National Organic Agriculture Congress (NOAC) Exhibit November 2025	Leonila R. Baes	Food Other Supplies and materials	44,000.00 50,000.00	94,000.00
			TOTAL	753,590.00

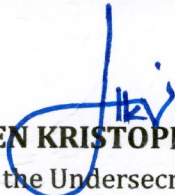
They shall be guided by the rules and regulations regarding the handling of government funds.

The cash advance should be liquidated upon completion of the purpose for which it was given.

This Order shall take effect immediately and shall remain in force until revoked or modified accordingly.

Done this 25th day of February 2025.

For and By the Authority of the Secretary:


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

