



Republic of the Philippines

Department of Agriculture

Fertilizer and Pesticide Authority

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May 23, 2023

SPECIAL ORDER

No. ~~110~~

Series of 2023

SUBJECT: DESIGNATION OF MS. MADONNA BELLA C. FLAVIER AS SPECIAL DISBURSING OFFICER (SDO) TO HANDLE CASH ADVANCE

In the interest of the service, **Ms. Madonna Bella C. Flavier**, Administrative Officer V, is hereby designated as Special Disbursing Officer (SDO) to handle cash advance not exceeding the maximum cash accountability of **Fifty Thousand Pesos (P50,000.00)** to defray operating expenses in the Human Resource Section (HRS).

The cash advance shall include payment of office supplies, official meeting/s, mailing/s, notarial fee/s, and other operating expenses in facilitating the undertaking in the HRS.

As such, she shall submit a full report including all supporting documents and liquidate cash advance as soon as the periodic activity have been completed and paid, otherwise salaries and/or any amount due them shall be withheld.

The designation of Ms. Flavier as SDO is subject to usual accounting and auditing rules and regulations.

This Order shall take effect immediately and revoke previous orders inconsistent herewith and shall remain in force until revoked in writing.


JULIETA B. LANSANGAN
Officer-in-Charge, Executive Director



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