



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
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SPECIAL ORDER

No. 1710
Series of 2023

SUBJECT : AUTHORIZING MS. MELODY T. MEMITA TO HANDLE A PETTY CASH FUND FOR BUILDING MAINTENANCE, SECURITY AND GENERAL UTILITY SERVICES UNIT (BMSGUSU) EMERGENCY EXPENSES

In the interest of the service and to ensure immediate action on urgent matters related to building maintenance, security and general utility services, **Ms. Melody T. Memita**, BMSGUSU Head, is hereby authorized to handle a Petty Cash Fund in the amount of Fifty Thousand Pesos (Php50,000.00) only.

Said fund shall be used solely for emergency small value building repairs, purchase of small value supplies, other miscellaneous and BMSGUSU services related expenses subject to availability of funds and the usual accounting and auditing rules and regulations.

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 25th day of October 2023.


JUNEL B. SORIANO, PhD
Director

