SPECIAL ORDER NO. 12
Series of 2011

In the interest of the service, MR. LEOPOLDO H. VILLALOBOS, LEO II GSPD, is hereby designated as Special Disbursing officer and is authorized to hold a cash advance in the amount of Thirty Thousand Pesos (P30,000.00), subject to replenishment to defray petty expenses related to the purchases of supplies, materials and equipment not available in the storeroom; repair and spare parts of equipments and motor vehicle; other incidental expenses incurred for general and administrative services. Such expenses should not exceed One Thousand Pesos (P1,000.00). Purchases, repairs and spare parts exceeding One Thousand Pesos (P1,000.00), should be done through shopping which requires at least (3) price quotations from bona fide suppliers/contractors.

The cash advance is subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.

Done this 12th day of January 2011 at Mandaluyong City

CARLOS S. CAO, JR.
Administrator