SPECIAL ORDER NO. 26
Series of 2009

In the interest of the service, MR. LEOPOLDO H. VILLALOBOS, LEO II, BMU, 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), likewise purchases, repairs, and spare parts exceeding One Thousand Pesos (P1,000.00) done through shopping need at least three (3) price quotation from bona fide suppliers.

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

This order shall take effect immediately.

Mandaluyong City 21 January 2009

[Signature]
JENNIFER JARDIN-MANALILI
Administrator

*SO-cash advance 2009.doc