



Masagana ng Agrikultura,  
Matatag na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
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**SPECIAL ORDER**

No. 154

Series of 2025

**SUBJECT : REVOCATION OF SPECIAL ORDERS NO. 325 SERIES OF 2024 AND 176 SERIES OF 2023, AND MERGING THE PETTY CASH FUNDS FOR THE TRANSPORTATION MAINTENANCE AND SERVICES UNIT (TMSU) AND BUILDING MAINTENANCE, SECURITY AND GENERAL UTILITY SERVICES UNIT (BMSGUSU) INTO THE GENERAL SERVICES UNIT (GSU) PETTY CASH FUND**

In view of the reconstitution of the TMSU and BMSGUSU into the General Services Unit, the petty cash funds of the merged units will now become the petty cash fund of the General Services Unit to be able to fund the necessary activities of both units.

**Special Order No. 325** designated Mr. Ryan Joseph Abrigo as the OIC-Head of the TMSU to become a Special Disbursing Officer who shall handle a petty cash fund amounting to **Fifty Thousand Pesos (P50,000.00)** to be used solely for the payment of toll fees, small value vehicle repairs, supplies, parts and materials, renewal of vehicle registration fees and other related expenses in assistance to the day to day operations of the transportation maintenance and services.

On the other hand, **Special Order No. 176** authorized Ms. Melody Memita as BMSGUSU Head to handle a petty cash fund in the amount of **Fifty Thousand Pesos (P50,000.00)** to be used solely for emergency small value building repairs, purchase of small value supplies, other miscellaneous and BMSGUSU services related expenses.

This special order authorizes Mr. Abrigo as OIC Head of GSU to handle both funds for a total of **One Hundred Thousand Pesos (P100,000.00)** to be used solely for the payment of items or expenses as specified or identified in Special Orders 325 and 176 and subject to existing accounting and auditing rules and regulations.

Included in the building maintenance and repairs are its premises and grounds, to support a quality work environment for the employees.

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 June 2025.

  
**JOELL H. LALES, Ragr, MTM**  
OIC Director

