



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
Bangsamoro Government Center, Cotabato City



MEMORANDUM

Order No. 038
Series of 2022

TO : NORHAYA K. SUMALUYAN
Sr. SRS – Cotabato City

SUBJECT : Petty Cash Establishment amounting to 10,000 pesos

DATE : September 2, 2022

To facilitate easy and smooth flow of office transactions relating to minor expenditures and other similar matters, you are hereby granted petty cash fund amounting to **10, 000.00 pesos only**.

As bonded officer, you are hereby automatically designated as petty cash custodian of your city office. As such, you are expected to replenish the petty cash upon reaching 75% of disbursement based on the existing accounting rules and regulations.

For your guidance and compliance.


ENGR. AIDA M. SILONGAN, MAPDS
Minister *MS*

