

OFFICE ORDER NO. 088
Series of 2022

FIRE SAFETY AND PREVENTION SEMINAR

In the interest of the service, the conduct of the said activity to be held on 1 September 2022 at the MWSS Regulatory Office (RO) Main Conference Room and through the Zoom videoconferencing platform is hereby approved.

Likewise, the following are approved:

- 1) Attendance of all 93 Talents;
- 2) Provision for AM snacks and Lunch for talents and seven (7) fire officers¹;
- 3) Payment of Three Thousand Pesos (Php 3,000.00) seminar fee;
- 4) Total budgetary requirements in the amount of *Thirty Thousand Pesos (Php 30,000.00)* are likewise approved chargeable against the Training Budget of the MWSS RO's approved Corporate Operating Budget for CY 2022 subject to the usual accounting and auditing rules and regulations;
- 5) Designation of Ronald G. Valdez as the Special Disbursing Officer (SDO) to draw the said amount as a one-time special cash advance; and
- 6) The designated SDO and Authorized Signatories shall comply with the Commission on Audit Circular No. 2012-001 dated 14 June 2012 and Office Order No. 77, Series of 2002 prescribing the "Cash Advance Policies and Procedures" of the MWSS RO.

Budget Breakdown in Php:

AM snack Php 100.00/head x 100	10,000.00
Lunch @ Php 150.00/head x 100	15,000.00
Seminar fee	3,000.00
Materials	2,000.00
Total	30,000.00

The attached **MEMORANDUM** from the Department Manager for Administration dated 25 August 2022 shall form as an integral part of this Office Order.

This Office Order shall take effect immediately.

29 August 2022, Quezon City.


PATRICK LESTER N. TY
Chief Regulator

¹ Subject to actual attendance



MEMORANDUM

MWSS Regulatory Office
OFFICE OF THE CHIEF REGULATOR
RECEIVED

FOR : PATRICK LESTER N. TY
Chief Regulator

THROUGH : CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal Affairs

FROM : RAMON A. JAVIER
DM for Administration

SUBJECT : FIRE SAFETY AND PREVENTION SEMINAR

DATE : 25 AUGUST 2022

By: Justine
Date: AUG 26 2022
Time: 9:41 AM

The Safety and Health Committee has requested the HR to facilitate the conduct of a Fire Safety and Prevention seminar this coming September 2022, before the scheduled Quality Management System(QMS) Surveillance Audit, as this activity is one of the QMS compliances subject to audit.

The Quezon City Fire District 5 has agreed to conduct the said seminar on a date to be agreed upon this September 2022.

For this purpose, may we request the approval of the following:

- 1) Attendance of all 93 Talents;
- 2) Provision for AM snacks and Lunch for talents and seven (7) fire officers¹;
- 3) Payment of Three Thousand Pesos (Php 3,000.00) seminar fee;
- 4) Total budget of Thirty Thousand Pesos (Php 30,000.00) to be released as a one-time cash advance
- 5) Designation of Technical Assistant Ronald G. Valdez as Special Disbursing Officer to handle the said cash advance.

Budget Breakdown in Php:

AM snack Php 100.00/head x 100	10,000.00
Lunch @ Php 150.00/head x 100	15,000.00
Seminar fee	3,000.00

¹ Subject to actual attendance



Materials	2,000.00
Total	30,000.00

For your approval.

✓
APPROVED/DISAPPROVED:


PATRICK LESTER N. TY
Chief Regulator