



Republic of the Philippines  
Region 02  
Province of Cagayan  
MUNICIPALITY OF CAMALANIUGAN  
OFFICE OF THE MAYOR

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## EXECUTIVE ORDER NO. 23 Series of 2022

### AN ORDER ESTABLISHING A SEPARATE PETTY CASH FUND FOR ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE LOCAL GOVERNMENT UNIT OF CAMALANIUGAN

**WHEREAS**, the Assistance to Individuals in Crisis Situation (AICS) is continuously implemented by the local government thru the Municipal Social Welfare and Development Office (MSWDO) to complement the social amelioration programs of the national government and to sustain the basic necessities of the families in the locality severely affected by crises and to support their recovery;

**WHEREAS**, for AICS to serve its purpose as intended, payments should be made by the disbursing officer in the form of cash through petty cash fund;

**WHEREAS**, with the aim of enhancing the policy in implementing the AICS and for efficient accounting and auditing on its disbursement, an establishment of a separate petty cash fund for AICS is highly recommended;

**NOW THEREFORE, I, ISIDRO T. CABADDU**, Municipal Mayor of Camalaniugan, Cagayan, by virtue of the power vested in me by law, do hereby set the agency guidelines on petty cash fund use, replenishment and disbursement relative to Assistance to Individuals in Crisis Situation (AICS) as follows:

1. The Disbursing Officer may maintain and request replenishment of Petty Cash Fund in the amount of up to One Hundred Thousand (Php 100,000.00) Pesos solely for AICS.
2. Payments out of the Petty Cash Fund shall be allowed for amounts not exceeding P5,000.00 for each transaction in Aid in Crisis Situation (AICS).

**EFFECTIVITY:** This Executive Order shall take effect immediately and shall remain in force unless sooner revoked for due cause.

Done this 12<sup>th</sup> day of September 2022 at Camalaniugan, Cagayan.

  
**ISIDRO T. CABADDU**  
Municipal Mayor

Rec'd Copy  
9/12/22  
