DD Month YYYY

**CARMENCITA DAVID-PADILLA, MD, MAHPS**

Chancellor

University of the Philippines Manila

**Through ARLENE SAMANIEGO, MD**

Vice Chancellor for Administration

University of the Philippines Manila

***Re: Special Order for extension of SDO appointment and Increase in Cash Accountability***

Dear **Chancellor Padilla,**

May we request for approval to extend the SDO Appointment and to increase cash accountability of the undersigned Special Disbursing Officer (SDO) for the project entitled, “Project Title”.

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| --- | --- | --- |
|  | **Approved SDO Appointment** | **Requested Extension** |
| SDO Duration |  |  |
| Cash Accountability |  |  |

The extension is being requested to state reason (e.g. to cover the project extension period) and to continuously use the special cash advance granted last state effectivity date of last SDO Administrative Order through state Administrative Order Ref. No. The increase in cash accountability will enable us to state reason (e.g. request for a larger amount for the cash advance).

Attached here are the following documents:

1. Extension letter/Memorandum of Agreement
2. Line-Item-Budget
3. Cash Flow for Two Months

We are hoping for your favorable and prompt response to our request. Thank you very much.

Sincerely,

**NAME OF PROJECT LEADER**

*Project Leader, Study Title*

and

*Other Designations*

|  |  |
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| RECOMMENDING APPROVAL:  **AGNES D. MEJIA, MD**  Dean, College of Medicine  University of the Philippines Manila | APPROVED BY:  **CARMENCITA DAVID-PADILLA, MD, MAHPS**  Chancellor  University of the Philippines Manila |
| **ARLENE SAMANIEGO, MD**  Vice Chancellor for Administration  University of the Philippines Manila |  |