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**SPECIAL ORDER**  
No. 2020- 357

OCT 07 2020

**SUBJECT: DESIGNATING MS. FLORA T. TANGCO AS SPECIAL DISBURSING OFFICER (SDO) FOR THE ACTIVITIES IN RELATION TO SPECIAL ORDER NO. 2015-96 DATED 5 FEBRUARY 2015, NO. 2019-298 DATED 15 MAY 2019, AND NO. 2018-51 DATED 25 JANUARY 2018**

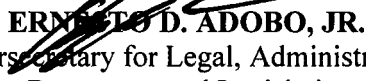
In the interest of the service, Ms. Flora T. Tangco of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of activities in relation to Special Order No. 2015-96 dated 5 February 2015, No. 2019-298 dated 15 May 2019, and No. 2018-51 dated 25 January 2018 in addition to her present duties and responsibilities.

As such, she is authorized to hold cash advance in the amount of Six Hundred Thousand Pesos (PhP 600,000.00) chargeable to said committees. The cash advance shall solely be used for the following:

General Santos City Cancellation and Reversion Team: PhP 300,000.00  
Alternative Dispute Resolution Committee: PhP 200,000.00  
Zero Backlog Task Force: PhP 100,000.00

A report of disbursement shall be immediately submitted to the Accounting Division for liquidation as soon as the purpose of the cash advance has been served in accordance with COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 and 2012-004 dated 18 May 2009 and 28 November 2012, respectively.

This Order shall take effect immediately and shall automatically be revoked upon completion of the activity.

  
**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration,  
Human Resources, and Legislative Affairs

