



Republic of the Philippines
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SPECIAL ORDER
No. 2020- 367

OCT 08 2020

**SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL
DISBURSING OFFICER FOR THE STRATEGIC
COMMUNICATORS TRAINING**

In the interest of the service, Ms. Alicia N. Cenar, Administrative of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the Strategic Communicators Training.

As such, she is authorized to hold cash advance in the amount of Four Hundred Twenty Eight Thousand and Two Hundred Thirty Five Pesos (PhP 428,235.00) chargeable against the funds of Strategic Communication and Initiatives Service to defray expenses relative to the organized activities of the event. The said cash advance shall be used solely for the stated purpose and shall be liquidated when no longer needed. Breakdown of charging is as follows:

- SCIS-SAEPD Special Events Funds- PhP 282,754.6
- SMCRD Youth Funds- PhP 145,480.40

The 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 dated 18 May 2009 and 28 November 2012.

This Order shall take effect immediately.

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

