



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2020 - 411

OCT 20 2020

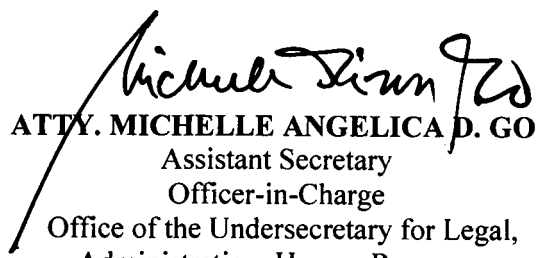
SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES T. MOLINA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF THE WEBINAR ON ENVIRONMENT AND NATURAL RESOURCES ACADEMY (ENRA) MANAGEMENT COURSE

In the interest of the service, Ms. Jocelyn Mary Frances T. Molina, is hereby designated as Special Disbursing Officer (SDO) for the Webinar on Environment and Natural Resources Academy (ENRA) Management Course.

As such, she is authorized to hold partial petty cash fund in the amount of One Hundred Fifty Thousand Pesos (PhP 150,000.00) chargeable against HRDS funds to defray expenses in the conduct of the said activity. The said petty cash shall solely be used for the stated purpose and shall be liquidated when no longer needed.

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, respectively.

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


ATTY. MICHELLE ANGELICA D. GO
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Legal,
Administration, Human Resources
and Legislative Affairs

