



Republic of the Philippines
Department of Environment and Natural Resources

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NOV 16 2020

SPECIAL ORDER

No. 2020- 471

SUBJECT : DESIGNATION OF MS. CAROLINA LOPEZ AS SPECIAL DISBURSING OFFICER FOR THE 2020 NATIONAL CLIMATE CHANGE CONSCIOUSNESS WEEK CELEBRATION

In the interest of the service Ms. Carolina Lopez, Chief, Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the 2020 National Climate Change Consciousness Week Celebration spearheaded by the Climate Change Service.

She is authorized to hold a cash advance in the amount of **Seventy Thousand Pesos (Php 70,000.00)** only to defray various related expenses (prizes for winners, tokens/ fees for resource persons, supplies and materials, food for the event) and miscellaneous expenses. The said cash advance shall solely be disbursed for the stated purpose and shall be liquidated after use.

The report of the 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 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

