



Republic of the Philippines  
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DEC 04 2020

**SPECIAL ORDER**  
NO. 2020- 511

**SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER (SDO) FOR THE TRAINING COURSE ON QUALITY MANAGEMENT SYSTEM IMPLEMENTATION AND REMOTE AUDITING UNDER COVID 19 SITUATION**

In the interest of the service, Ms. Alicia N. Cenar, of General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of training on Quality Management System implementation and remote auditing under covid 19 situation.

As such, she is authorized to hold cash advance in the amount of One hundred Fifty Thousand Pesos (PhP. 150,000.00). The said cash advance shall solely be used for the stated purpose and shall be liquidated when no longer needed.

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 February 10, 1997 and reiterated in COA Circular No. 2009-002 and 2012-004 dated May 18, 2009 and November 28, 2012, respectively.

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

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

