



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 2020- 512

DEC 01 2020


SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES MOLINA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF THE ENVIRONMENT AND NATURAL RESOURCES ACADEMY GRADUATION CEREMONIES AND DIGITAL ORIENTATION FOR NEW ENTRANTS (BATCH 2)

In the interest of service, Ms. Jocelyn Mary Frances Molina, is hereby designated as Special Disbursing Officer for the Environment and Natural Resources (ENR) Graduation Ceremonies and Digital Orientation for New Entrants (Batch 2).

As such, she is authorized to hold petty cash fund chargeable against the HRDS Funds to defray expenses in the conduct of the said activities. 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 automatically be revoked upon the completion of activity.


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

