



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. •929.6626 •929.6628 •929.66.35 •929.4028 •929.4028 •929.3618
•426.0465 •426.0001 •426.0347 •426.0408
VOIP Trunkline (632) 988.3367
Website: <http://www.denr.gov.ph> • E-mail: web@denr.gov.ph

DEC 10 2020

SPECIAL ORDER
No. 2020- 528

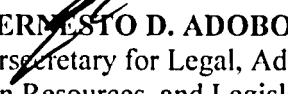
SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES MOLINA AS SPECIAL DISBURSING OFFICER FOR THE VIRTUAL RECOGNITION OF VOLUNTEERS ON DECEMBER 15, 2020

In the interest of the service, Ms. Jocelyn Mary Frances Molina of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the Virtual Recognition of Volunteers to be conducted on December 15, 2020.

As such, she is authorized to hold cash advance amounting to Two Hundred Eighty Six Thousand Five Hundred Sixty Pesos (Php 286,560.00) chargeable against the Special Events funds of the Strategic Alliance and Environmental Partnership Division-Strategic Communication and Initiatives Service (SEAPD-SCIS) to defray expenses relative to the said event. The said cash advance 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 and 2012-004 dated 18 May 2009 and 28 November 2012, respectively.

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

