



Republic of the Philippines
Department of Environment and Natural Resources

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DEC 15 2020

SPECIAL ORDER
No. 2020- 535


**SUBJECT: DESIGNATING MS. FLORA T. TANGCO AS
SPECIAL DISBURSING OFFICER (SDO) FOR THE
ACTIVITIES IN RELATION TO LEGAL CRISIS
PREVENTION AND MANAGEMENT DIVISION**

In the interest of the service, Ms. Flora T. Tangco, Cashier Unit of the General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of activities of the Legal Crisis Prevention and Management Division.

As such, she is authorized to hold cash advance amounting to TWO HUNDRED THOUSAND PESOS (P200,000.00), chargeable to the LCPMD funds. The said cash advance shall be used to defray expenses in securing certified true copy of titles from various Registry of Deeds, notary expenses, procurement of office supplies and expenses for reproduction and notarization of documents. It 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 the 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 completion of the activity.


ATTY. ERNESTO D. ADOBO, JR. CESO I
Undersecretary for Administration, Human Resources, Legal,
Legislative Affairs and Anti-Corruption

