



Republic of the Philippines
Department of Environment and Natural Resources
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DEC 11 2020

SPECIAL ORDER
NO. 2020- 566

SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE DENR YEAR-END ASSESSMENT WITH MEDIA PARTNERS

In the interest of the service, Ms. Alicia N. Cenar of the Cashier Unit, General Services Division, is hereby designated as Special Officer (SDO) for the DENR Year-end Assessment with Media Partners.

As such, she is authorized to hold cash advance in the amount of P154,000.00 chargeable against the funds of Strategic Communication and Initiatives Service to defray expenses relative to the organized activities of the event. The said cash advance shall be used solely for the stated purpose and shall be liquidated when no longer needed. Breakdown of charging shall be as follows:

- SCIS-PID Management of tri-media exposure of DENR officials, including promotion of DENR programs and projects – P 154,000.00

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.

This Order shall take effect immediately.

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



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