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MAR 05 2021

**SPECIAL ORDER**  
No. 2021- 110

**SUBJECT: DESIGNATING MS. OLIVA F. BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CELEBRATION OF 2021 WOMEN'S MONTH IN MARCH**

In the interest of the service, Ms. Oliva F. Bersalona, Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the celebration of the 2021 Women's Month in March with the theme "Women Can Make Change, Amidst Climate Crisis and COVID-19".

As such, she is authorized to hold cash advance in the amount of Seven Hundred Thousand Pesos (PhP 700,000.00) only to defray expenses for women's month related activities only as spearheaded by the Climate Change Service. The said cash advance shall solely be disbursed for the stated purpose and shall be liquidated after use.

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

