



Republic of the Philippines
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SPECIAL ORDER
No. 2021- 114

MAR 10 2021


SUBJECT: DESIGNATING MS. OLIVA F. BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF THE DENR HEALTH AND WELLNESS PROGRAMS AND OTHER COVID-19 RELATED ACTIVITIES FOR CY 2021

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 conduct of the DENR Health and Wellness programs and other COVID-19 related activities.

As such, she is authorized to hold partial petty cash fund in the amount of Two Hundred Thousand Pesos (PhP 200,000.00) chargeable against HRDS Health and Wellness funds to defray expenses in the conduct of the 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 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
Legal, Administration, Human Resources
and Legislative Affairs

