



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 12 2021

SPECIAL ORDER
No. 2021 - 124


SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES T. MOLINA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF SARS-CoV-2 SCREENING TEST FOR OFFICIALS AND EMPLOYEES IDENTIFIED AS SYMPTOMATIC AND CLOSE CONTACT

In the interest of the service, Ms. Jocelyn Mary Frances T. Molina of the Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of the SARS-CoV-2 Screening Test for officials and employees who are symptomatic and considered close contacts of a confirmed COVID-19 case in the DENR Central Office regardless of status of appointment.

As such, she is authorized to hold cash advance in the amount of One Hundred Thousand Pesos (**PhP 100,000.00**) chargeable against HRDS- Health and Wellness funds to defray expenses in the conduct of the SARS-CoV-2 Screening Test. The said cash advance shall solely be disbursed 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 dated 18 May 2009 and 28 November 2012, respectively.

This Order shall take effect immediately and shall be automatically be revoked upon the completion of the activity.


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

