



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 2021- 134

SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF COMPETENCY DEVELOPMENT PROGRAMS/ACTIVITIES

In the interest of service, **Ms. Alicia N. Cenar** of the Cashier Unit, General Service Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of the Competency Development Program/activities from February to June 2021.

As such, she is authorized to hold petty cash funds in the amount of Three Hundred Thousand Pesos (Php 300,000.00) chargeable against the HRDS – Competency Development Funds to defray expenses in the conduct of the said 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 dated 18 May 2009 and 28 November 2012, respectively.

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

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

