



Republic of the Philippines
Department of Environment and Natural Resources
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APR 13 2021

SPECIAL ORDER

NO. 2021-166

**SUBJECT : DESIGNATING MS. OLIVA BERSALONA, AS
PETTY CASH FUND CUSTODIAN IN DENR
CENTRAL OFFICE.**

In the interest of service and to further improve the operations of this Department, Ms. OLIVA BERSALONA, Admin. Aide VI of the Cashier Section is hereby designated Special Disbursing Officer (SDO) Vice Engr. Guillermo V. Estipona, Jr.

In addition to her present duties and responsibilities, Ms. Bersalona, shall handle the Petty Cash requirement for the GSD DENR-Central Office.

As such, she is authorized to hold Cash Advance in the amount of ONE HUNDRED FIFTY THOUSAND PESOS ONLY (150,000.00) to defray expenses of the daily operations of the GSD

The report of disbursement shall be immediately submitted to the Accounting Division for replenishment as soon as the purpose of Cash Advance has been served in Accordance with COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA No- 2009-002 and 2012-004 dated May 18, 2009 and November 28, 2012 respectively

This order shall take effect immediately..

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

