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MAY 20 2021

SPECIAL ORDER
No. 2021- 264

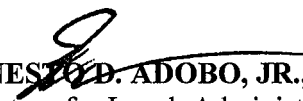
SUBJECT: DESIGNATING MS. CAROLINA A. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF THE DENR COVID-19 VACCINATION PROGRAM FOR PRIORITY GROUPS A1, A2, AND A3 OF THE COVID-19 PRIORITIZATION FRAMEWORK

In the interest of the service, Ms. Carolina A. Lopez of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of the DENR COVID-19 Vaccination Program for Priority Groups A1, A2, and A3 of the COVID-19 prioritization framework.

As such, she is authorized to partial petty cash fund in the amount of Five Hundred Thousand Pesos (PhP 500,000.00) chargeable against the HRDS Health and Wellness funds to defray expenses in the conduct of the activity. The said petty cash shall solely be used for the stated purpose and shall be liquidated when no longer needed.

A 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 for Legal, Administration,
Human Resources, and Legislative Affairs

