



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

MAY 21 2021

SPECIAL ORDER

No. 2021 - 270

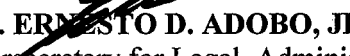
SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE WEBINAR ON CRUISING CHALLENGES, NAVIGATING WORK STRATEGIES THROUGH MINDFULNESS AND SELF-CARE

In the interest of the service, Ms. Alicia N. Cenar of the Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the webinar on “Cruising Challenges, Navigating Work Strategies through Mindfulness and Self-Care”.

As such, she is authorized to hold cash advance in the amount of Eighty-Nine Thousand and Eight Hundred Eighty Pesos (Php 89,880.00) chargeable against the Strategic Communication and Initiatives Service IEC funds to defray expenses relative to the organized activities of the event. The said cash advance shall be used solely 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.

This order shall take effect immediately and shall automatically be revoked upon completion.


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

