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SPECIAL ORDER
No. 2021- 352

JUL 01 2021


SUBJECT: DESIGNATING MS. FLORA TANGCO AS SPECIAL DISBURSING OFFICER (SDO) FOR THE ACTIVITIES IN RELATION TO SPECIAL ORDER NO. 2017-236 DATED MARCH 13, 2017

In the interest of the service, Ms. Flora Tangco of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of activities in relation to Special Order No. 2017-236 dated March 13, 2017.

As such, she is authorized to hold cash advance in the amount of One Hundred Thousand Pesos (PhP 100,000.00) chargeable to the Anti-Fake Titles Funds. The said cash advance shall be used to defray expenses in securing certified true copy of titles from various Registry of Deeds, notary expenses, procurement of office supplies and expenses for reproduction, notarization of documents and other expenses needed by the Committee. It 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

