



Republic of the Philippines  
Department of Environment and Natural Resources  
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AUG 18 2021

**SPECIAL ORDER**

No. 2021 - 437


**SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE ORIENTATION ON THE CRISIS KNOWLEDGE MANAGEMENT PLAN**

In the interest of the service, Ms. Alicia N. Cenar of Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of Orientation on the Crisis Knowledge Management Plan.

As such, she is authorized to hold a cash advance in the amount of Fifty Thousand Pesos (Php 50,000.00) chargeable against the funds of Knowledge and Information System Service, to defray expenses relative to 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, Finance,  
Human Resources, and Information Systems

