



Republic of the Philippines
Department of Environment and Natural Resources
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OCT 01 2021

SPECIAL ORDER
NO. 2021- 521


SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF DENR HEALTH AND WELLNESS PROGRAMS AND COVID-19 RELATED ACTIVITIES

In the interest of service, Ms. Oliva Bersalona, is hereby designated as Special Disbursing Officer for the conduct of the DENR Health and Wellness Programs and COVID-19 related activities.

As such, she is authorized to hold 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 activities such as of COVID-19 Vaccination (3 Batches-2nd Dose), Flu Vaccination and Annual Physical Examination for DENR Employees, The said petty cash shall solely be used 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, respectively.

This Order shall take effect immediately and shall automatically be revoked upon the completion of activity.


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

