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OCT 01 2021

SPECIAL ORDER
No. 2021- 522


SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES MOLINA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF COMPETENCY DEVELOPMENT PROGRAMS/ACTIVITIES

In the interest of the service, **Ms. Jocelyn Mary Frances Molina** of the Cashier Unit, General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of the Competency Development Program/activities from September to December 2021.

As such, she is authorized to hold petty cash funds in the amount of Five Hundred Thousand Pesos (Php 500,000.00) chargeable against the HRDS – Competency Development Funds to defray expenses in the conduct of the Competency Programs for 3rd and 4th Quarter such as Orientation for New Entrants, Developing Computer Skills (3 batches), Integrity Transparency and Accountability in Public Service (ITAPS). 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 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

