



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. +929.6626 +929.6628 +929.6635 +929.4028 +929.4028 +929.3618  
+426.0465 +426.0001 +426.0347 +426.0408  
VOIP Trunkline (632) 988.3367  
Website: <http://www.denr.gov.ph> • E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**SPECIAL ORDER**  
No. 2021- 633

NOV 10 2021

**SUBJECT: DESIGNATING MS. OLIVA F. BERSALONA AS SPECIAL DISBURSING OFFICER FOR STRENGTHENING THE ENR PARTNERSHIP WITH THE DEAF COMMUNITY DURING THE LAUNCHING AND WEBINAR ON NOVEMBER 16, 2021**

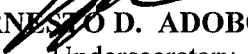
In the interest of the service, Ms. Oliva F. Bersalona, Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the launching and conduct of webinar entitled: Strengthening ENR Partnership with the Deaf Community for the post celebration of Deaf Awareness Month held on November 10-16, 2021 and the National Recycling Week which is celebrated on November 14-18, 2021.

As such, she is authorized to hold cash advance in the amount of One Hundred Thousand Pesos (PhP 100,000.00) only to defray expenses relative to the event, chargeable against PWD-SC funds.

The said cash advance 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  
Legal, Administration, Human Resources  
and Legislative Affairs

