



Republic of the Philippines  
Department of Environment and Natural Resources  
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DEC 02 2021

**SPECIAL ORDER**  
No. 2021- 725

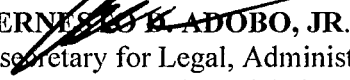
**SUBJECT : DESIGNATING MS. CAROLINA A. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF THE 2021 ENFORCEMENT YEAR-END ASSESSMENT AND RECOGNITION**

In the interest of the service, Ms. Carolina A. Lopez of the Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer for the conduct of the 2021 Enforcement Year-End Assessment and Recognition on December 3-6, 2021.

As such, she is authorized to hold petty cash fund in the amount of Five Hundred Eighteen Thousand Pesos (P518,000.00) chargeable against the Office of the Undersecretary for Enforcement Funds to defray expenses in the conduct of the said activity. 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 completion of activity.

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

