

**Republic of the Philippines**  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669

Website: <http://www.denr.gov.ph> / E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

DEC 16 2021


**SPECIAL ORDER**  
No. 2021 - 783

**SUBJECT : AUTHORIZING ADMINISTRATIVE OFFICER V. CAROLINA A. LOPEZ TO HOLD CASH ADVANCE TO DEFRAY EXPENSES IN RELATION WITH THE 2021 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY.**

In the interest of the service and pursuant to DENR Special Order No. 2021-712 dated 02 December 2021, Administrative Officer V Carolina A. Lopez of General Services Division is hereby authorized to hold cash advance amounting to **Nine Hundred Thousand Pesos (Php900,000.00)** in relation to the 2021 DENR Year-End Employees' General Assembly. The said cash advance shall be used solely for the above mentioned purpose and shall be liquidated not later than 31 January 2022.

A report of disbursement shall be immediately submitted to Accounting Division for liquidation purposes 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 the completion of the said activity.

  
Assistant Secretary **RUTH M. TAWANTAWAN, CESO II**  
Officer in Charge, Office of the Undersecretary  
Administration and Human Resources



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