



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@denrgov.ph](mailto:web@denrgov.ph)

FEB 24 2022

**SPECIAL ORDER**  
No. 2022 - 113

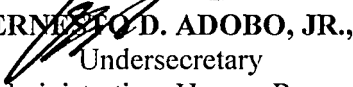
**SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES T. MOLINA  
AS SPECIAL DISBURSING OFFICER FOR THE  
ENVIRONMENT AND NATURAL RESOURCES (ENR)  
ACADEMY FRONTLINE COURSE**

In the interest of service, **Ms. Jocelyn Frances Molina** is hereby designated as Special Disbursing Officer for the Environment and Natural Resources (ENR) Academy Frontline Course.

As such, she is authorized to hold petty cash fund in the amount of Three Hundred Thousand Pesos (**Php 300,000.00**) chargeable against the HRDS Funds to defray expenses in the conduct of the said learning event. 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

