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MAR 0 1 2022

SPECIAL ORDER
No. 2022- 122


SUBJECT: DESIGNATING MS. OLIVA F. BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CELEBRATION OF 2022 WOMEN'S MONTH IN MARCH WITH THE THEME "WOMEN MAKE CHANGE AMIDST CLIMATE CRISIS AND COVID-19"

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 2022 Women's Month Celebration at the DENR Central Office.

As such, Ms. Bersalona is authorized to hold cash advance in the amount of Three Hundred Fifty Thousand Pesos (PhP 350,000.00) only to defray expenses in the conduct of the month-long activities as spearheaded by the Gender and Development Office and Climate Change Service. The said cash advance shall solely be disbursed for the stated purpose and shall be liquidated after use.

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

