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APR 05 2022

SPECIAL ORDER
No. 2022- 258

SUBJECT : AUTHORIZING MS. JOCELYN MARY FRANCES MOLINA TO HOLD CASH ADVANCE TO DEFRAY EXPENSES IN RELATION TO THE ESSENTIAL ACTIVITIES IN THE OFFICE OF THE SECRETARY

In the interest of service, Ms. Jocelyn Mary Frances Molina is hereby designated as Special Disbursing Officer (SDO) in relation to the essential activities in the Office of the Secretary, including the availment/reimbursement of COVID-19 RT-PCR/Antigen Screening Tests for its official travels, meetings, and other commitments.

As such, she is authorized to hold petty cash fund in the amount of Fifty Thousand Pesos (Php50,000.00) chargeable against DENR funds to defray expenses for the abovementioned. 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 and 2012-004 dated 18 May 2009 and 28 November 2012, respectively.

This Order shall take effect immediately and shall be automatically revoked upon the completion of the activity.

ATTY. ERNESTO B. ADOBO, JR., *CESO I*



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