



Republic of the Philippines  
Department of Environment and Natural Resources  
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**SPECIAL ORDER**  
No. 2022 - 272

APR 07 2022


**SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES T. MOLINA  
AS SPECIAL DISBURSING OFFICER FOR THE  
ENVIRONMENT AND NATURAL RESOURCES (ENR)  
ACADEMY SPECIALIZED COURSE ON ENVIRONMENTAL  
LAW ENFORCEMENT BATCH III**

In the interest of service, Ms. Jocelyn Frances Molina is hereby designated as Special Disbursing Officer for the Environment and Natural Resources (ENR) Academy Specialized Course on Environmental Law Enforcement Batch III.

As such, she is authorized to hold petty cash fund in the amount of Two Hundred Eighty-Five Thousand Pesos (**Php 285,000.00**) chargeable against the HRDS Funds to defray expenses in the conduct of the said activities. The said petty cash shall solely be used for the stated purpose and shall be liquidated when no longer needed.

A 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 the completion of activity.

  
**ATTY. ERNEST D. ADOBO, JR., CESO I**  
Undersecretary  
Legal, Administration, Human Resources and  
Legislative Affairs

