



Republic of the Philippines  
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APR 19 2022

**SPECIAL ORDER**  
NO. 2022- 276

**SUBJECT: DESIGNATING MR. JONATHAN S. SANTIAGO AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF TEAM WEIGHT LOSS CHALLENGE**

In the interest of service, Mr. Jonathan S. Santiago, is hereby designated as Special Disbursing Officer for the conduct of the Team Weight Loss Challenge for all DENR Central Office Employees.

As such, he is authorized to hold partial petty cash fund in the amount of **Eighty Thousand Pesos (Php80,000.00)** chargeable against the HRDS Health and Wellness Funds to defray expenses in the conduct of the activity. 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**  
*[Signature]*  
Undersecretary  
Legal, Administration, Human Resources  
and Legislative Affairs

