



Republic of the Philippines
Department of Environment and Natural Resources

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APR 25 2022

SPECIAL ORDER
No. 2022- 303

SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER (SDO) FOR THE ACTIVITIES IN RELATION TO SPECIAL ORDER NO. 2021-716 DATED 06 DECEMBER 2021

In the interest of the service, Ms. Alicia N. Cenar, Cashier Unit of the General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of activities in relation to Special Order No. 2021-716 dated 06 December 2021.

As such, she is authorized to hold cash advance amounting to ONE HUNDRED THOUSAND PESOS (P100,000.00), chargeable to the Anti-Illegal land Titling Committee (AILTC) Funds. The said cash advance shall be used to defray expenses in securing certified true copy of titles from various Registry of Deeds, notary expenses, procurement of office supplies and expenses for reproduction, notarization of documents and other expenses needed by the Committee. It 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 the COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 dated 18 May 2009, 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

