



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 82493367

JAN 18 2022

SPECIAL ORDER

No. 2022 - 34

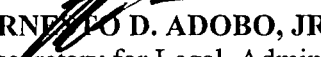
**SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL
DISBURSING OFFICER FOR THE DENR CONTACT
TRACING TEAMS**

In the interest of the service, Ms. Alicia N. Cenar of the Cashier Unit, General Services Division, is hereby designated as the Special Disbursing Officer (SDO) for the DENR Contact Tracing Teams.

As such, she is authorized to hold cash advance amounting to Fifty Thousand Pesos (Php 50,000.00) to defray expenses relative to the duties and responsibilities of DENR Central Office Contact Tracing Teams. The said cash advance shall be used solely 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 automatically be revoked upon completion of the activity.


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



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