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SPECIAL ORDER
No. 2022- 413

JUN 03 2022

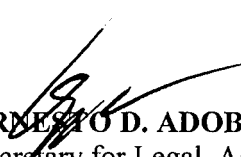
SUBJECT: DESIGNATING MS. CAROLINA A. LOPEZ AS SPECIAL DISBURSING OFFICER FOR THE 35th DENR ANNIVERSARY ON JUNE 10, 2022

In the interest of the service, Ms. Carolina A. Lopez, Chief of the Cashier Unit, General Services Division (GSD), is hereby designated as Special Disbursing Officer (SDO) during the 35th DENR Anniversary on June 10, 2022.

As such, she is authorized to hold cash advance in the amount of One Million One Hundred Thousand Pesos (PhP 1,100,000.00) only. 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

