



Republic of the Philippines
Department of Environment and Natural Resources
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JUN 03 2022

SPECIAL ORDER
NO. 2022- 416

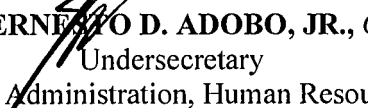
SUBJECT: DESIGNATING MR. JONATHAN S. SANTIAGO AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF HR @ UR SERVICE WEEK

In the interest of service, Mr. Jonathan S. Santiago, is hereby designated as Special Disbursing Officer for the conduct of HR @ UR Service from June 20-24, 2022.

As such, he is authorized to hold partial petty cash fund in the amount of **Two Hundred Thousand Pesos (Php 200,000.00)** 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 takes effect immediately and shall automatically be revoked upon the completion of activity.


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

