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MAY 16 2022

**SPECIAL ORDER**  
No. 2022- 600


**SUBJECT: DESIGNATION OF MS. OLIVA F. BERSALONA,  
ADMINISTRATIVE AIDE VI, AS SPECIAL DISBURSING  
OFFICER FOR THE 2022 DENR INTER-BUREAU  
SPORTSFEST**

In the interest of the service, Ms. Oliva F. Bersalona, Administrative Aide VI of the Cashier Unit, General Services Division (GSD), is hereby designated as Special Disbursing Officer (SDO) for the 2022 DENR Inter-Bureau Sportsfest.

As such, she is authorized to hold cash advance in the amount of Eight Hundred Twenty Five Thousand Pesos (PhP 825,000.00) chargeable against DENR funds and trust funds to defray expenses, and other miscellaneous and incidental expenses relative to the conduct of the said tournament. The said cash advance shall solely be disbursed for the stated purpose and shall be liquidated after the conduct of the activity.

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

