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AUG 15 2022

SPECIAL ORDER

No. 2022- 603

SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES MOLINA, ADMINISTRATIVE OFFICER III OF CASHIER SECTION AS PETTY CASH FUND CUSTODIAN (PCFC) TO THE OFFICE OF THE SECRETARY

In the interest of the service, **MS. JOCELYN MARY FRANCES MOLINA, Administrative Officer III of Cashier Section**, is hereby designated as Petty Cash Fund Custodian (PCFC), in relation to the programs, miscellaneous operating expenses and essential activities, including the availment/reimbursement of COVID-19 RT-PCR/Antigen Screening Test for its official travels, meeting and other commitments in the Office of the Secretary.

As such, Ms. Molina is hereby authorized to hold petty cash fund in the amount of Seventy Thousand Pesos (70,000.00) chargeable against DENR funds under C.Y. 2022, subject to existing accounting and auditing rules and regulations. The said petty cash solely be used for the stated purposes 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.

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

