



Republic of the Philippines
Department of Environment and Natural Resources
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AUG 12 2022

SPECIAL ORDER

No. 2022 - 611


SUBJECT: DESIGNATING MS. JOCELYN MARY FRANCES T. MOLINA AS SPECIAL DISBURSING OFFICER FOR THE ENVIRONMENT AND NATURAL RESOURCES (ENR) ACADEMY SUPERVISORY COURSE

In the interest of service, Ms. Jocelyn Mary Frances T. Molina is hereby designated as Special Disbursing Officer for the conduct of Environment and Natural Resources (ENR) Academy Supervisory Course.

As such, she is authorized to hold petty cash fund in the amount of **One Hundred Eighty Thousand Pesos (Php180,000.00)** chargeable against the HRDS Funds to defray expenses in the conduct of the said activities. The said petty cash shall solely be used for the stated purpose and shall be liquidated when no longer needed.

A 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 the completion of activity.


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

