



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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SEP 16 2022

**SPECIAL ORDER**  
No. 2022- 698

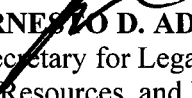
**SUBJECT: DESIGNATING MS. CAROLINA A. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CONDUCT OF THE GROUP PSYCHOLOGICAL FIRST AID FOR DENR-CAR EMPLOYEES**

In the interest of the service, Ms. Carolina A. Lopez is hereby designated as Special Disbursing Officer (SDO) for the conduct of Group Psychological First Aid for DENR-CAR Employees.

As such, she is authorized to hold petty cash fund in the amount of One Hundred Twenty-Six Thousand and Five Hundred Pesos (PhP 126,500.00) chargeable against the HRDS Health and Wellness Funds to defray expenses in the conduct of the 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 completion of the activity.

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

