



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> E-mail: web@denrgov.ph

NOV 15 2022

SPECIAL ORDER
NO. 2022- 791

SUBJECT: DESIGNATING MS. FLORA TANGCO AS SPECIAL DISBURSING OFFICER (SDO) FOR THE CELEBRATION OF ALTERNATIVE DISPUTE RESOLUTION (ADR) DAY 2022

In the interest of the service, Ms. Flora Tangco, from the Cashier Section of the General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of ADR Day Celebration 2022, in addition to her present duties.

As such, she is authorized to hold cash advances amounting to **One Hundred Fifty Thousand Pesos (Php150,000.00)**, chargeable to the Alternative Dispute Resolution (ADR) Funds and broken down as follows:

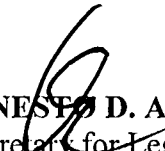
Other Supplies and Materials	-	130,000.00
(Cintra board posters, letters, panels, logo, backdrop, token, design for exhibit)		
Representation	-	20,000.00

TOTAL		150,000.00

The said cash advance shall be used to defray expenses for the preparation of the Exhibit and Awarding of Top five ADROs and Top five Regions for the celebration of the ADR Day 2022 on 06 December 2022, 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 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 Resource and Legislative Affairs

