



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2022 - 847

NOV 27 2022

SUBJECT: DESIGNATING MS. ALICIA CENAR AS SPECIAL DISBURSING OFFICER FOR THE 8TH NATIONAL BICYCLE DAY CELEBRATION

In the interest of the service, Ms. Alicia Cenar of the Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the 8th National Bicycle Day Celebration on 27 November 2022.

As such, she is authorized to hold cash advance in the amount of Two Hundred Fifty Thousand Pesos (Php 250,000.00) to defray expenses relative to the said event chargeable against the funds of the following offices:

OFFICE	AMOUNT
SCIS – Development Communication Division	150,000.00
Task Force Tayo ang Kalikasan	100,000.00
Total	250,000.00

The said cash advance shall be used solely for the stated purpose 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.

This order shall take effect immediately and shall automatically be revoked upon completion.

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

