



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2022 - 853

DEC 01 2022

SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE 2022 NATIONAL VOLUNTEER MONTH CELEBRATION

In the interest of the service, Ms. Oliva Bersalona of the Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the 2022 National Volunteer Month Celebration on 7 December 2022.

As such, she is authorized to hold cash advance in the amount of Three Hundred Twenty Thousand Pesos (Php 320,000.00) to defray the expenses relative to the event, chargeable against the funds of the following offices:

Office	Amount (Php)
Development Communication Division	215,000.00
Task Force Tayo Ang Kalikasan	105,000.00
Total	320,000.00

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 Circulars 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.

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

