



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**SPECIAL ORDER**  
No. 2022- 857

NOV 20 2022

**SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CAREER EXECUTIVES LEADERSHIP SERIES WITH THE THEME, "FORGING OUR FUTURE: SYNERGY. STEWARDSHIP. SUSTAINABILITY."**

In the interest of service and as part of the continuing capacity development of DENR Career Service Executives, Ms. Oliva Bersalona of the Cashier Section, General Services Division, is hereby designated as Special Disbursing Officer for the Career Executives Leadership Series with the theme, *Forging our Future: Synergy. Stewardship. Sustainability.*, on November 20-22, 2022 at the Radisson Hotel, Quezon City and via Zoom meeting application.

As such, she is authorized to hold a petty cash fund in the amount of Two Hundred Fifty Thousand Pesos (**Php 250,000.00**) chargeable against the HRDS Funds, to defray expenses such as honoraria, supplies, and other related expenses. The said petty cash shall solely be used 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, 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  
Legal, Administration, Human Resources and  
Legislative Affairs

