



Republic of the Philippines
Department of Environment and Natural Resources

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DEC 02 2022


SPECIAL ORDER
NO. 2022 892

SUBJECT : DESIGNATING MS. CAROLINA A. LOPEZ AS SPECIAL DISBURSING OFFICER (SDO) FOR THE 2022 DENR YEAR-END EMPLOYEES GENERAL ASSEMBLY.

In the interest of service, Ms. Carolina A. Lopez, Chief Cashier's Unit of General Services Division (GSD) is hereby authorized to hold cash advance amounting to ONE MILLION TWO HUNDRED THOUSAND PESOS ONLY (P1, 200,000.00) in relation to 2022 DENR YEAR-END ASSEMBLY. The said advance cash shall be used solely for stated purpose and shall be liquidated when no longer needed.

A report of disbursement shall be immediately submitted to 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 the completion of the activity.


ATTY. MICHELLE ANGELICA D. GO, LL.M., CESO II
Assistant Secretary for Legal Affairs and
Officer In-Charge, Office of the Undersecretary for Legal,
Administration Human Resources and Legislative Affairs

