



Republic of the Philippines
Department of Environment and Natural Resources
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DEC 07 2022

SPECIAL ORDER
No. 2022 - 897

SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF ENVIRONMENT AND NATURAL RESOURCES (ENR) ACADEMY GRADUATION RITES CLASS OF 2022 (2ND SEMESTER)

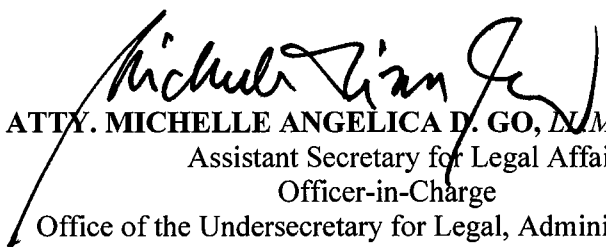
In the interest of service, Ms. Alicia N. Cenar is hereby designated as Special Disbursing Officer for the conduct of Environment and Natural Resources (ENR) Academy Graduation Rites Class of 2022 (2nd Semester) on December 12, 2022 covering the following courses:

- ENR Academy Supervisory Course
- ENR Academy Specialized Course on Community Organizing
- ENR Academy Specialized Course on Forest Ranger for Non-Forestry Graduates
- ENR Academy Management Course

As such, she is authorized to hold petty cash fund in the amount of **Eight Hundred Forty Thousand Pesos (Php 840,000.00)** charged against the HRDS Funds to defray expenses in the conduct of the said activities. The said petty cash shall solely be used for the stated purpose and shall be liquidated when no longer needed.

A 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 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 activity.


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

