



Republic of the Philippines  
Department of Environment and Natural Resources  
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APR 20 2023

**SPECIAL ORDER**  
No. 2023 - 169


**SUBJECT: DESIGNATION OF MS. ALICIA CENAR AS SPECIAL  
DISBURSING OFFICER FOR THE 2023 EARTH DAY  
CELEBRATION**

In the interest of the service, Ms. Alicia Cenar of Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the conduct of 2023 Earth Day Celebration.

As such, she is authorized to hold cash advance in the amount of Two Hundred Twenty Thousand Pesos (P220,000.00) chargeable against the funds of Strategic Communication and Initiatives Service, to defray expenses relative to the event. 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.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary  
Organizational Transformation and  
Human Resources

