



Republic of the Philippines  
**Department of Environment and Natural Resources**

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SEP 04 2023

**SPECIAL ORDER**  
No. 2023- 552

**SUBJECT: DESIGNATION OF MR. VIJAY D. PALICPIC AS SPECIAL DISBURSING OFFICER IN THE DENR CENTRAL OFFICE, VICE MS. ALICIA N. CENAR**

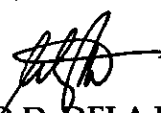
In the interest of the service and to further improve the financial performance of the Department, Mr. Vijay D. Palicpic, Administrative Officer I, Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO), vice Ms. Alicia N. Cenar who is retiring this year.

In addition to his present assignments, duties, and responsibilities, Mr. Palicpic shall handle Petty Cash requirements for the DENR Central Office.

As such, he is authorized to hold cash advance in the amount of Four Hundred Thousand Pesos (PhP 400,000.00) only to defray expenses on daily operations of the Central Office.

The report of disbursements 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 February 10, 1997, and reiterated in COA Circular Nos. 2009-002 and 2012-004 dated May 18, 2009 and November 28, 2012, respectively.

This Order shall take effect immediately.

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

