



Republic of the Philippines  
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SEP 12 2023

**SPECIAL ORDER**

No. 2023- 580


**SUBJECT : DESIGNATING ADMINISTRATIVE OFFICER I LUCIENE L. LERIO AS SPECIAL DISBURSING OFFICER (SDO) FOR THE 2022 ENVIRONMENTAL AWARDS FOR GOVERNANCE AND LEADERSHIP EXCELLENCE (EAGLE) PHASE 2 ASSESSMENT**

In the interest of the service, Administrative Officer I Luciene L. Lerio is hereby designated as Special Disbursing Officer for the 2022 Environmental Awards for Governance and Leadership Excellence - Phase 2 Assessment.

As such, she is authorized to hold petty cash fund in the amount of Five Hundred Fifty Thousand Pesos (**Php550,000.00**) chargeable against HR Activities (EAGLE) Funds to defray expenses during the conduct of the Panel Interview, the Awarding Ceremony and other related activities tentatively scheduled on the last week of September. 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 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.

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

