



Republic of the Philippines
Department of Environment and Natural Resources

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FEB 22 2023

SPECIAL ORDER
NO. 2023 - 60

**SUBJECT : DESIGNATING MR. JONATHAN S. SANTIAGO AS
PETTY CASH FUND CUSTODIAN IN DENR CENTRAL
OFFICE**

In the interest of service and to further improve the operations of this Department, MR. JONATHAN SANTIAGO, Administrative Officer I, of the Cashier Section is hereby designated as Petty Cash Fund Custodian Vice Ms. OLIVA BERSALONA.

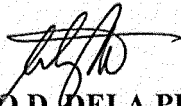
In addition to his present duties and responsibilities, Mr. Santiago shall handle the petty cash requirement of the GSD DENR-Central Office.

As such, he is authorized to hold cash advance in the amount of ONE HUNDRED THOUSAND PESOS ONLY (P100, 000.00) to defray expenses of the daily operations of the GSD.

The report of Disbursement shall be immediately submitted to the Accounting Division for replenishment as soon as the purpose of Cash Advance has been served in accordance with COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA No- 2009-002 and 2012-004 dated May 18, 2009 and November 28, 2012 respectively.

All orders inconsistent herewith is revoked and or superseded.

This order shall take effect immediately.


AUGUSTO D. DELA PENA
Undersecretary for Organizational
Transformation and Human Resources



