



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



OCT 17 2023


**SPECIAL ORDER
NO. 2023 - 764**

**SUBJECT: DESIGNATING MS. CAROLINA A. LOPEZ AS THE SPECIAL
DISBURSING OFFICER (SDO) IN RELATION TO THE FY 2024
BUDGET DELIBERATIONS/HEARINGS**

In the interest of the service, MS. CAROLINA A. LOPEZ, Chief, Cashier Unit of the General Services Division (GSD) is hereby designated as the Special Disbursing Officer in relation to the Budget Deliberations/Hearings for the DENR FY 2024 Budget. As such, she is authorized to hold additional cash advance amounting to ONE HUNDRED FIFTY THOUSAND PESOS ONLY (₱150,000.00). The said cash advance shall be used solely 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 Nos. 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 the activity.


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