



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



NOV 17 2023

**SPECIAL ORDER**  
No. 2023 798

**SUBJECT : DESIGNATING OLIVA F. BERSALONA AS SPECIAL DISBURSING OFFICER IN THE CONDUCT OF MGA KWENTONG KLIMA-LIKASAN: A CLIMATE AND DISASTER RESILIENCY RECOGNITION AWARDS 2023**

In the interest of the service, **Ms. Oliva F. Bersalona, Administrative Aide VI**, of the Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of **Mga Kwentong Klima-Likasan Recognition Awards 2023** during the National Climate Change Consciousness Week.

As such, Ms. Bersalona is authorized to hold cash advance in the amount of **Four Hundred Thousand Pesos Only (P 400,000.00)** charged to the Gender and Development Office to defray expenses related to the celebration of the conduct of Mga Kwentong Klima-Likasan Recognition Awards 2023. The said cash advance shall be disbursed upon completion of the said activities.

Attached herewith is the breakdown of expenses.

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 service in accordance with COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 dated 18 May and 28 November 2012, respectively.

This Order shall take effect immediately and shall automatically be revoked upon completion of the activity.

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