



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



**DEC 14 2023**


**SPECIAL ORDER**  
**NO. 2023- 873**

**SUBJECT:            DESIGNATING MS. OLIVA BERSALONA  
AS SPECIAL DISBURSING OFFICER (SDO)  
FOR THE 2023 DENR YEAR-END  
EMPLOYEES GENERAL ASSEMBLY**

In the interest of service, Ms. Oliva Bersalona, Administrative Aide VI, Cashier's Unit of General Services Division (GSD) is hereby authorized to hold cash advance amounting to **NINE HUNDRED NINETY NINE AND EIGHT HUNDRED FIFTY THOUSAND PESOS ONLY (Php999,850.00)** in relation to 2023 DENR YEAR-END ASSEMBLY. The said cash advance shall be used solely for stated purpose and shall be liquidated when no longer needed.

A report of disbursement shall be immediately submitted to 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 on 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 the activity

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