



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



APR 22 2024

SPECIAL ORDER:

No. 2024 - 229


**SUBJECT: DESIGNATING MR. JAN ALDIN S. BESA AS SPECIAL
DISBURSING OFFICER (SDO) FOR THE PHILIPPINE'S EARTH DAY
CELEBRATION ON 30 APRIL 2024**

In the interest of the service, Mr. Jan Aldin S. Besa of the Cashier Unit, General Services Division, is hereby designated as the Special Disbursing Officer (SDO) for the conduct of the Philippine's Earth Day Celebration on 30 April 2024.

As such, he is authorized to hold cash advance amounting to One Hundred Twenty-Three Thousand Two Hundred Pesos (Php 123,200.00) chargeable against the Strategic Communication and Initiatives Service (SCIS), to defray expenses relative to the said activity. The said cash advance shall be used solely for the stated purpose and shall be liquidated when no longer needed.

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 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 completion of the activity.


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