



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



MAY 30 2024

**SPECIAL ORDER
No. 2024 - 298**


**SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL
DISBURSING OFFICER FOR THE 37TH DENR FOUNDING
ANNIVERSARY CELEBRATION**

In the interest of the service, Ms. Oliva Bersalona is hereby designated as Special Disbursing Officer (SDO) for the 37th Founding Anniversary to be conducted on June 10, 2024, at the DENR Multipurpose Building.

As such, she is authorized to hold a cash advance amounting to One Million pesos (Php 1,000,000.00) chargeable against DENR funds to defray expenses relative to the event. 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 dated 18 May 2009 and 28 November 2012.

This order shall take effect immediately and shall automatically be revoked upon completion.


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