



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

**JUN 03 2024**



**SPECIAL ORDER  
NO. 2024- 308**

**SUBJECT: DESIGNATION OF ADMINISTRATIVE OFFICER I  
LUCIENE L. LERIO AS THE SPECIAL DISBURSING  
OFFICER (SDO) TO HOLD CASH ADVANCE IN  
RELATION TO THE FY 2025 BUDGET  
DELIBERATIONS/HEARINGS**

In the interest of the service, Administrative Officer I Luciene L. Lerio of the Cashier Unit, General Services Division, Administrative Service is hereby designated as the SDO to hold cash advance in relation to the FY 2025 Budget Deliberations/Hearings at the House of Representatives (HoR) and the Senate.

As such, she is authorized to hold cash advance amounting to ONE HUNDRED TEN THOUSAND EIGHT HUNDRED PESOS ONLY (₱110,800.00). 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 the COA Circular No. 2012-001 dated 14 June 2012, and COA Circular No. 97-002 dated 10 February 1997 as 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. BELA PEÑA**  
Undersecretary

Organizational Transformation and Human Resources