



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



JAN 24 2024

SPECIAL ORDER

No. 2024 - 32

**SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL
DISBURSING OFFICER FOR THE PARTICIPATION OF
DENR EMPLOYEES IN THE KICK-OFF RALLY FOR THE
BAGONG PILIPINAS CAMPAIGN ON 28 JANUARY 2024**

In the interest of the service, Ms. Oliva Bersalona of Cashier Unit, General Services Division is hereby designated as Special Disbursing Officer (SDO) for the participation of some DENR employees in the kick-off rally for the Bagong Pilipinas Campaign on 28 January 2024.

As such, she is authorized to hold cash advance in the amount of Six Hundred Ninety-Eight Thousand Seven Hundred Fifty Pesos (Php ₱698,750.00) chargeable against the 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

Organizational Transformation and Human Resources