



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



BAGONG PILIPINAS

JUN 11 2024

SPECIAL ORDER

No. 2024- 329

SUBJECT: DESIGNATION OF ADMINISTRATIVE OFFICER I JAN ALDIN S. BESA OF THE CASHIER SECTION, GENERAL SERVICES DIVISION (GSD), ADMINISTRATIVE SERVICE (AS) AS COLLECTING OFFICER IN THE DENR CENTRAL OFFICE IN ADDITION TO HIS PRESENT ASSIGNMENTS

In the interest of the service Administrative Officer I Jan Aldin S. Besa of the Cashier Section, General Services Division, Administrative Service is hereby designated as Collecting Officer, in addition to his present assignments in the Central Office.

As such, Mr. Besa shall perform the duties of a Collecting Officer, receive all payments and collections, and deposit the same to the bank. He shall prepare and submit all required reports of collections and deposits to the Accounting Division and the Bureau of Treasury in accordance with accounting and auditing rules and regulations.

This Order shall take effect immediately.

AUGUSTO D. DELA PEÑA

Undersecretary

Organizational Transformation and Human Resources