



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



JUL 05 2024

SPECIAL ORDER
No. 2024- 389

SUBJECT: DESIGNATION OF CASHIER SECTION PERSONNEL AS SPECIAL DISBURSING OFFICERS IN THE DENR CENTRAL OFFICE

In the interest of the service, the Cashier Section personnel of the General Services Division, DENR Central Office, are hereby designated as Special Disbursing Officers, to wit:

1. Jonathan S. Santiago (Administrative Officer I)
2. Jan Aldin S. Besa (Administrative Officer I)
3. Vijay D. Palicpic (Administrative Officer I)
4. Luciene L. Lerio (Administrative Officer I)
5. Oliva F. Bersalona (Administrative Aide VI)

As such, the abovementioned personnel are authorized to hold cash advances for expenses relative to DENR Central Office special events/activities, which 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 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.


AUGUSTO D. DELA PEÑA
Undersecretary

Organizational Transformation and Human Resources