



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



AUG 27 2024

SPECIAL ORDER
NO. 2024 - 554


SUBJECT: DESIGNATING MS. OLIVA BERSALONA AS SPECIAL DISBURSING OFFICER FOR THE CONDUCT OF PROJECT FITDESK: 90-DAY WEIGHT LOSS CHALLENGE

In the interest of service, Ms. Oliva Bersalona is hereby designated as Special Disbursing Officer for the conduct of the health and wellness event called "Project FitDesk: 90 - Day Weight Loss Challenge" from 02 September to 02 December 2024 for all DENR Central Office Employees.

As such, she is authorized to hold petty cash funds in the amount of **One Hundred Sixty-Five Thousand and Five Hundred Pesos (Php 165,500.00)**, chargeable against the HRDS Health and Wellness Funds to defray expenses in the conduct of the activity. The said petty cash shall solely be used 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 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, respectively.

This Order shall take effect immediately and shall automatically be revoked upon the completion of activity.


AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation
and Human Resources