



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



**NOV 05 2024**

**SPECIAL ORDER**

No. 2024 - 735

**SUBJECT: DESIGNATING MS. OLIVA S. BERSALONA AS SPECIAL  
DISBURSING OFFICER FOR THE CONDUCT OF THE  
CAREER EXECUTIVES LEADERSHIP SUMMIT 2024**

In the interest of service, Ms. Oliva Bersalona is hereby designated as Special Disbursing Officer for the conduct of the Career Executives Leadership Summit 2024 on 07-08 November 2024 at the Social Hall, DENR Main Building, Visayas Avenue Diliman, Quezon City and via online learning platform.

As such, she is authorized to hold a petty cash fund in the amount of **Two Hundred Fifty Thousand Pesos (P250,000.00)** chargeable against the HRDS Funds to defray expenses in the conduct of the said activities. 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 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 activity.

  
**AUGUSTO D. DELA PEÑA**

Undersecretary for Organizational Transformation  
and Human Resources