



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



**NOV 07 2024**

**SPECIAL ORDER  
NO. 2024- 756**


**SUBJECT:           DESIGNATING MR. VIJAY D. PALICPIC AS SPECIAL  
DISBURSING OFFICER (SDO) FOR THE 2024  
NATIONAL ALTERNATIVE DISPUTE RESOLUTION  
(ADR) DAY**

In the interest of the service, Mr. Vijay D. Palicpic from the Cashier Section of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) for the conduct of the 2024 National ADR Day on 9-10 December 2024, in addition to his present duties.

As such, he is authorized to hold cash advances amounting to One Hundred Thousand Pesos Only (Php 100,000.00), chargeable to the Alternative Dispute Resolution (ADR) Funds. These funds will be allocated towards covering essential expenses, including but not limited to food, tokens, IEC materials, supplies, and materials necessary for the successful execution of the 2024 National ADR Day activity.

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 February 1997 and reiterated in COA Circular No. 2009-002 dated 18 May 2009 and November 2015.

This Order shall take effect on the dates specified herein, and the designation of Mr. Vijay D. Palicpic, as such, shall be automatically revoked upon completion of the activity.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary for Organizational  
Transformation and Human Resources