



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

NOV 12 2024



SPECIAL ORDER
No. 2024 - 772


**SUBJECT: DESIGNATING MR. JONATHAN SANTIAGO AS SPECIAL
DISBURSING OFFICER FOR THE ENVIRONMENT AND
NATURAL RESOURCES (ENR) ACADEMY GRADUATION
RITES CLASS OF 2024 WITHIN METRO MANILA**

In the interest of service, Mr. Jonathan Santiago is hereby designated as Special Disbursing Officer for the Environment and Natural Resources (ENR) Academy Graduation Rites Class of 2024 on 09 December 2024 within Metro Manila.

As such, he is authorized to hold a petty cash fund in the amount of **Three Hundred Twenty-Five Thousand Pesos (P325,000.00)** 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