



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



FEB 27 2024

SPECIAL ORDER

No. 2024-85

SUBJECT : DESIGNATING LUCIENE L. LERIO AS SPECIAL DISBURSING OFFICER IN THE CONDUCT OF WOMEN'S MONTH CELEBRATION FOR MARCH 2024

In the interest of the service, **Ms. Luciene L. Lerio, Administrative Officer I**, of the Cashier Unit of the General Services Division, is hereby designated as Special Disbursing Officer (SDO) to hold the cash advance for the conduct of **Women's Month Celebration for March 2024**.

As such, Ms. Lerio is authorized to hold the cash advance in the amount of **One Hundred Thousand Pesos Only (P 100,000.00)** charged to the Gender and Development Office to defray expenses related to the celebration of the Women's month. The said cash advance shall be disbursed upon completion of the said activities.

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 service in accordance with COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 dated 18 May and 28 November 2012, respectively.

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

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