



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



FEB 28 2024

**SPECIAL ORDER**

No. 2024 - 93

**SUBJECT: DESIGNATION OF ACCOUNTANT III MA. MELISSA T. BACANI, CHIEF ACCOUNTING SECTION AS OIC FINANCE DIVISION, DENR NATIONAL CAPITAL REGION (NCR)**

In the interest of the service, Accountant III Ma. Melissa T. Bacani, Chief Accounting Section is hereby designated as OIC, Finance Division, DENR CAR.

As such, she shall perform the duties and responsibilities appurtenant to her designation in accordance with existing rules and regulations.

She shall be entitled to claim Representation and Transportation Allowance (RATA) on reimbursable basis, subject to existing accounting and auditing rules and regulations. She shall clear herself of all work, property and financial accountabilities in her present assignment before assumption to duty as OIC, Finance Division, DENR CAR.. She shall inform the undersigned, through the Human Resource Development Service, of her compliance with this Order for record purposes.

This Order shall take effect immediately.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary

Organizational Transformation and Human Resources