



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
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SEP 05 2023

**SPECIAL ORDER**  
**NO. 2023- 571**


**SUBJECT: DESIGNATING MR. VIJAY D. PALICPIC AS SPECIAL  
DISBURSING OFFICER (SDO) FOR THE ALTERNATIVE  
DISPUTE RESOLUTION ON WHEELS ACTIVITY**

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 Alternative Dispute Resolution on Wheels (ADRoW) activity on 25-29 September 2023, in addition to his present duties.

As such, he is authorized to hold cash advances amounting to One Hundred Fifty Thousand Pesos Only (Php 150,000.00), chargeable to the Alternative Dispute Resolution (ADR) Funds. These funds will be allocated towards covering essential expenses, including but not limited to food, gasoline, supplies, and materials necessary for the successful execution of the ADRoW 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

