



Republic of the Philippines  
Department of Natural Resources  
**OFFICE OF THE SECRETARY**  
Diliman, Quezon City

May 16, 1977

SPECIAL ORDER  
NO. 138  
Series of 1977

SUBJECT: GRANTING AUTHORITY TO THE ASSISTANT  
SECRETARY ON LEGAL AND POLICY MATTERS  
TO ACT ON CERTAIN MATTERS.

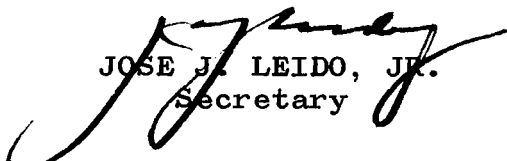
In the interest of the service, and in the absence of the Assistant Secretary for Financial and Administrative Matters who is abroad on official business, Assistant Secretary Jose Janolo is hereby authorized to act on the following:

1. Approval of payrolls and vouchers for salaries of officials and employees of the OSEC;
2. Actions on travel papers of officials and employees below the rank of staff service chief for a period not exceeding 3 months;
3. Approval of all leaves of absence for officials and employees covering periods not more than one year;
4. Signing of checks for amounts less than ₱5,000.00;
5. Actions on nomination for candidates for seminars, in-service training, conventions, scholarship and training grants from the bureaus and offices of the DNR in the OSEC;
6. Actions on applications for retirement or resignation of officials and employees in the Office of the Secretary below the rank of Division Chief, including applications for terminal leave; and
7. Transmittal to DNR Bureaus and other government offices of approved requests, contracts,

proposals, etc.

The authority herein delegated shall automatically terminate upon the return of Assistant Secretary J. Antonio Aguenza.

This order takes effect immediately and revokes any or all previous orders which are inconsistent hereof.

  
JOSE J. LEIDO, JR.  
Secretary