



Republic of the Philippines

MINISTRY OF
NATURAL RESOURCES

June 9, 1981

SPECIAL ORDER
NO. 203
Series of 1981

SUBJECT: Designation of Mr. Ernesto Jarabe
and Mrs. Lydia Bona as in-charge
of coordinating/processing of
TEV's and requisitions of the
Information Division

In the interest of the service and for a more effective and coordinated processing of TEV's, property and supply requisitions and such logistical support to the Information Division needed in the coverage of the activities of the Minister and the Assistant Secretaries the following personnel are hereby designated to coordinate and/or facilitate the processing of TEV's, property and supply requisitions, and similar requirements with the units concerned:

1. Mr. Ernesto Jarabe - Property and Supply Section
2. Mrs. Lydia Bona - Financial and Management Service
3. Mr. Henry Obar - Public Information Division

This Order shall take effect immediately until revoked in writing by the undersigned.

For the Minister:


ARNOLD B. CAOLI
Acting Assistant Secretary

- d) Payment of expenditures other than those enumerated in letters (a) & (b) above or other types of disbursements in amounts not more than ₱40,000.00.
- e) Intervening claims pertaining to developmental projects such as constructions and improvements of government buildings and the like.
- f) All payment irrespective of amount to government agencies, government-owned and/or controlled corporation and local government units.

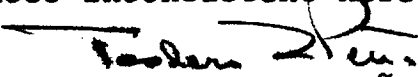
2. Signing and countersigning of Checks/Treasury Warrants.

2.1 Checks/Treasury Warrants covering transactions herein enumerated shall be signed and countersigned as follows:

	<u>Signing</u>	<u>Countersigning</u>
a) ₱5,000.00 and below	Cashier	Asst. Sec. D.B.Fonacier or Chief, Adm. Service
b) ₱5,001.00	Asst. Sec. Caoili or Asst. Sec. Fonacier	Min. T. Q. Peña or authorized representative
c) ₱25,001.00	Asst. Sec. Fonacier or Asst. Sec. Caoili	Min. T. Q. Peña or authorized representative
d) Above ₱40,000.00	Asst. Sec. Fonacier or Asst. Sec. Caoili	Min. T. Q. Peña or authorized representative

2.2 In the case of cash advance to Regular Disbursing Officer for Personnel Services and Miscellaneous Expenses, vouchers and checks covering remittances to GSIS and other government offices, Asst. Sec. Fonacier and Asst. Sec. Caoili are authorized to sign irrespective of amount.

This order amends paragraph 11, 12 and 13 of General Memorandum Order No. 2, dated June 15, 1978, paragraph 8, 9, and 10 of General Memorandum Order No. 3 dated June 15, 1978, and paragraph 5 of page 1 and paragraph 2 of page 2 of General Memorandum Order No. 1 dated February 8, 1979 and revokes all orders, memoranda and issuances inconsistent herewith.


TEODORO Q. PEÑA
Minister