



Republic of the Philippines  
Ministry of Natural Resources  
OFFICE OF THE MINISTER  
Diliman, Quezon City

September 1, 1981

SPECIAL ORDER  
NO. 255  
Series of 1981

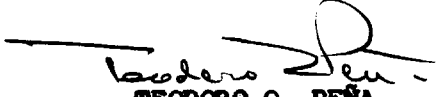
SUBJECT: Authorizing officials/employees of the Training and Coordination Section to reimburse/claim transportation expenses while on official business outside their official place of assignment.

In the interest of the service and in view of the nature of their work in the Training and Coordination Section, which necessitates frequent coordination with different government offices/agencies, including private institutions or agencies, the following officials/employees are hereby authorized to claim reasonable transportation expenses while performing their official functions and duties outside their official places of assignment:

Ms. Virginia T. Pindoy - Chief Training Officer  
Ms. Leonila Pureza-Lucas - Senior Training Officer  
Mr. Wilfredo R. Melaya - Training Officer  
Ms. Leonita R. Sibunga - Training Officer  
Ms. Veronidia A. Azucena - Training Assistant

Under this Order, they are required to present proper itinerary of travel with the official purpose duly attested by the division/section chief. Further, they shall also present certificates of appearance properly signed by the official with whom they have transacted business. They shall submit receipts representing the actual transportation incurred. These reimbursements are however, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Order takes effect immediately and shall remain in force until revoked in writing by the undersigned.

  
TEODORO Q. PEÑA  
Minister

VILLARIN: lrc

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