



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

October 1, 1981

SPECIAL ORDER
No. 301
Series of 1981

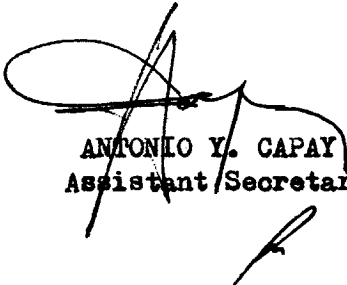
SUBJECT: Authorizing Messrs. FIDELINO CEÑIDOZA and LEONARDO JEBULAN, Messengers, Records and Documents Section, GSD to reimburse/claim transportation expenses while delivering official documents to Attached Agencies/Bureaus and other Offices.

In the interest of the service and in view of the nature of their work in the Records and Documents Section, GSD which necessitates prompt delivery of official letters/documents with the different MNR bureaus/offices including the various government/private Offices/Agencies concerned, Messrs. Fidelino Ceñidoza and Leonardo Jebulan both Messengers are hereby authorized to claim reasonable transportation expenses while performing their official functions and duties outside their official place of assignment.

As such they are required to present proper itinerary of travel duly attested by the Section Chief and also Certificate of Appearance properly signed by the Official with whom they have transacted business.

These reimbursement are however, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force until revoked in writing.


ANTONIO Y. CAPAY
Assistant Secretary

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