



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

SPECIAL ORDER
No. 319
Series of 1981

November 4, 1981

SUBJECT: Delegation of Authority to
Miss MELCHORA P. OLEGARIO
to sign transactions subject
to Pre-Audit by the MNR
Internal Control Unit.

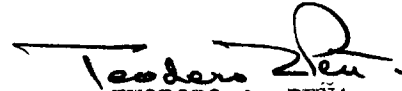
In the interest of the service, Miss MELCHORA P. OLEGARIO, Assistant Head, Internal Control Unit, (Budget Officer V), is hereby authorized to perform the following functions whenever Mrs. JULITA B. DELOS REYES, Head of the Internal Control Unit is absent or on official leave/business outside the office.

1. To sign transactions subject to Pre-Audit by the MNR Internal Control Unit.
 - a. Payment of all consumable items in amounts not more than ₱20,000 such as printed forms, office supplies, accounting forms, motor vehicle fuel, lubricants, tires, batteries, spare parts, construction materials, medical supplies, ammunition, electricity, gas, water and other expendable property normally consumed within one year after being put to use, or converted in the process of manufacture or construction.
 - b. First payment of fixed expenditure such as rentals, subscription to periodicals and other expenditures amounting to not more than ₱2,000.00 a month which are recurring and fixed in nature.
 - c. First and succeeding payments of salaries and wages of officers and employees either under original appointment, promotional appointment, appointment by transfer, appointment by reinstatement and employment under labor payroll.
 - d. Payment of expenditures other than those enumerated in letters (a) & (b) above or other types of disbursements in amount not more than ₱40,000.00.
 - e. Intervening claims pertaining to developmental projects such as constructions and improvements of government building and the like.


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- f. All payment irrespective of amount to government agencies, government-owned and/or controlled corporations and local government units.

This order shall take effect immediately.


TEODORO Q. PEÑA
Minister

Recommending Approval:


ANTONIO Y. CAPAY
Assistant Secretary