



Republic of the Philippines

MINISTRY OF
NATURAL RESOURCES

7 July 1982

SPECIAL ORDER
NO. 307
Series of 1982


SUBJECT: Assignment of MR. ARMANDO C. MENDOZA
as Liaison Officer of the Library Section,
Administrative Service

In the interest of the service and to cope with the activities of the Library which include coordination with the four bureaus and attached agencies under the Ministry and other government and private offices, Mr. Armando C. Mendoza, Cutting Machine Operator II, is hereby designated as Liaison Officer. As such he shall deliver, transmit and/or pick up books, magazines, letters, etc. In addition to these, he will also undertake bindery work of our library materials in the Bureau of Mines and Geo-Sciences wherein we share use of bindery facilities and supplies.


In the performance of these duties he is entitled to collect transportation expenses, subject to availability of fund and existing accounting and auditing rules and regulations.

All orders, memoranda, etc. which are inconsistent herewith are superseded by this order, and shall take effect immediately and remain in force until revoked.

By Authority of the Minister:


ANTONIO F. CAPAY
Assistant Secretary

Recommending Approval:


ALEJANDRO G. RODRIGUEZ,
Chief, Administrative Service