

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

2/8/82

1 February 1982

SPECIAL ORDER
NO. 32
Series of 1982

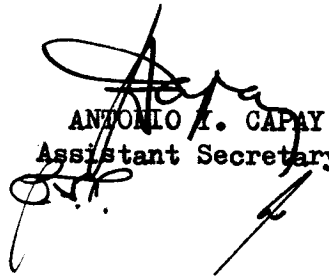
SUBJECT: Authorizing MISS MADONNA S. LACHICA, Records & Documents Section, GSD to reimburse/claim transportation expenses while collecting/picking-up/ mailing mail matters and delivering urgent/rush official documents to concern offices.

In the interest of the service and in view of the nature of her work in the Records and Documents Section, GSD, Administrative Service which requires prompt delivery of Urgent/Rush official documents to offices concerned and to collect/pick-up mail matters with the Post Offices in Metro Manila, Miss Madonna S. Lachica is hereby authorized to claim reasonable transportation expenses while performing her official functions and duties outside her official place of assignment.

As such she is 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 she has transacted business.

These reimbursements 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 T. CAPAY
Assistant Secretary