



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

2/12/82

February 11, 1982


SPECIAL ORDER  
NO. 66  
Series of 1982

SUBJECT: Designating Mr. ARSENIO PADILLA  
as Liaison Officer of the Training  
and Coordination Section.

In the interest of the service and in view of the nature of activities in the Training and Coordination Section, which necessitates coordination to and from different government offices/agencies including private institutions or agencies, Mr. Arsenio Padilla, Duplicating Machine Operator I, is hereby designated as Liaison Officer. As such and in order to pursue the programs and objectives of the section he is authorized to do liaison jobs. In carrying out this function however, he is authorized to claim reasonable transportation expenses while performing his official functions and duties outside his official place of assignment.

Under this order, Mr. Padilla is required to present proper itinerary of travel with the official purpose duly attested by the division/section chief. Further, he shall also present certifications of appearance properly signed by the official with whom he has transacted business. He 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.

  
ARNOLD B. SERRILLO  
Deputy Minister

WSP/MSJ:lmh