



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

03 May 1984

SPECIAL ORDER )  
No. 217 :  
Series of 1984 )

TO : MELCHORA OLEGARIO


In the absence of Mrs. CRESENCIA I. OLIVAR who is on official travel, you are hereby designated as Officer-in-Charge of the Logistics Management Office (LMO) and shall perform the following specific functions in addition to your present duties and responsibilities:

1. To designate inspectors for services rendered and sign corresponding inspection reports;
2. To act on vouchers covering for payment of services, rentals, delivery of supplies and equipments, etc.;
3. To represent the LMO in meetings, specially Bids and Awards Committee;
4. In cases of very urgent request for clearances as specified herein, to designate canvassers and sign canvass orders.

This designation does not include authority to act on request for clearances for services that are normally acted upon by the Logistics Management Officer. However, request of very urgent nature shall be forwarded to the undersigned for the necessary clearance.

This shall take effect on 04 May 1984 and shall be revoked upon the return of Mrs. Olivar.

For strict compliance.

  
ANTONIO Y. CAPAY  
Assistant Secretary