



Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

February 5, 1988

SPECIAL ORDER
No. 82
Series of 1988

SUBJECT: Authorizing Ms. AYDA Z. ZOLETA to reimburse/claim transportation expenses while on official business to deliver press releases.

In the interest of the service and view of the nature of her work in the Public Affairs Office, Ms. AYDA Z. ZOLETA is hereby authorized to claim reasonable transportation expenses while performing her official functions and duties within Metro Manila.

As such, she is required to present proper itinerary of travel duly attested by her division chief and also certificate of appearance properly signed by the official with whom she had 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.

RECOMMENDING APPROVAL:

RICARDO V. SERRANO
OIC, Public Affairs Office

ANTONIO S. TRIAS
Assistant Secretary

228
1

261
218
8