



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

March 14, 1989

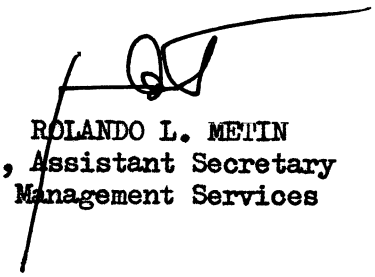
SPECIAL ORDER
NO. 257
Series of 1989

SUBJECT : Designating MS. EVELYN M. JUANILLO as Liason Officer in the Cash & Disbursement Section, General Service Division, Department of ENVIRONMENT and NATURAL RESOURCES.

In the exigency of the service and effective immediately, MS. EVELYN M. JUANILLO, Disbursing Officer, is hereby designated as Liason Officer in the Cash and Disbursement Section, General Service Division, Department of Environment and Natural Resources, vice Mr. Elpidio Alconis who transferred to Records, Management and Document Division.

As such, she is entitled to collect reasonable transportation and incidental expenses incurred in the performance of her official duties, subject, however to the accounting and auditing regulations.

All Orders/Memoranda inconsistent herewith are hereby revoked.


ROLANDO L. MEJIN
OIC, Assistant Secretary
for Management Services

Duties as Liason Officer

1) Remittance of the following:

a) G.S.I.S. - Manila and Quezon City


To remit G.S.I.S life and retirement insurance, medicare, salary, policy and optional loan.

b) BIR- North

To remit employees withholding tax and contractor's tax.

c) Others for remittance.

d) And others assign from time to time for fellow- up.


EVELYN M. JUANILLO
Disbursing Officer