



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

January 2, 1989

SPECIAL ORDER
NO. 57
Series of 1989


SUBJECT : Authorizing Mr. ELPIDIO A. ALCONIS,
Messenger, Records Management and Docu-
ment Division to claim reimbursement of
transportation expenses.

In view of the increasing volume of rush/urgent correspondence to be delivered and/or picked up immediately to and from the Department and other offices which the regular messengers can not anymore handle, Mr. Elpidio A. Alconis is hereby designated as Special Messenger for rush and confidential communications/matters.

As such he is required to present proper itinerary of travel duly attested by the Division Chief and also Certificate of Appearance properly signed by the Official with whom he has transacted business.

These reimbursement 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.


ROLANDO L. METIN
Officer-In-Charge
Assistant Secretary
for Management Services

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