



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DEC 02 1997

SPECIAL ORDER

NO. 97- 1399

**SUBJECT : AUTHORIZING THE CONDUCT OF SEMINAR ON
THE RULES AND REGULATIONS ON THE
GRANTING, UTILIZATION AND LIQUIDATION OF
CASH ADVANCES**

In the interest of the service and in order to update the knowledge of the Accountable Officers and other personnel concerned on the latest rules and regulations on the granting utilization and liquidation of cash advances, the following personnel are hereby authorized to attend the above-mentioned seminar to be held at the HRDS Training Center, DENR Central Office on November 24, 1997 from 8 AM to 12 Noon.

A. PARTICIPANTS

I. REGULAR DISBURSING OFFICERS

Guillerma B. Alconis	General Services Division
Fe. L. Mendizabal	-do-
Wilma G. Yngente	-do-
Agnes Campo	-do-
Flora T. Tangco	-do-
Jocelyn P. Clemente	-do-
Alvin Legaspi	-do-

II. SPECIAL DISBURSING OFFICERS

ADIR Ma. Paz Castellano	OSEC
Marlea Munez	OSEC
Rosita Piniano	OSEC
Roberto Belen	UFO
May Canlas	OUEPD
Mary Jean A. Caleda	OULLAA
Lidinila Concepcion	LAO
Al Orolfo	MIEAO
Noel Dungca	MIEAO
Cesar Almonte	SCO
Antonio Centeno	SCO
Veronidia Bonus	FASPO
Reynaldo Molina	FASPO
Noli Revistir	FASPO
Ruby Buen	PPSO
Edilberta Bueno	PPSO
Evangeline Pilac	PPSO
Corazon Bautista	Administrative Service
Gregorio Alexius Caayao	HRDS

WZ

Emelita Aguinaldo	MEIP
Remelio Atabay	CEP
Rowena Cañada	NFDO
Joey Austria	ADMP
Rosita de Guzman	PAO
Marcelo Valderama	PAO
Cresencia Olivar	Records Division
William Ragos	GSD
Engr. Emmanuel David	GSD
Engr. Gilbert Mondroy	GSD
Dr. Julieta Santos	Medical/Dental Clinic
Dr. Cherry Cid	Medical/Dental Clinic

III. ACCOUNTING PERSONNEL (PROCESSORS)

Elvira S. Caparas	Accounting Division
Evangeline Limyoco	-do-
Lourdes Escolar-Chua	-do-
Lydia Bona	-do-
Carolina Lopez	-do-
Venus Berongoy	-do-
Marius Macalalad	-do-
Mary June Aliwalas	-do-
Nenita de Leon	-do-
Celestino Santos	-do-

IV. OTHER PARTICIPANTS

Auditing Staff	Six (6)
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B. RESOURCE PERSONS

Augusto B. Abad	Department Auditor
Erlinda P. Meram	Director, FMS
Angelito V. Fontanilla	A O V, OIC-Chief Accounting
Jose F. Gallanosa	OIC, Budget Division

C. SECRETARIAT

HRDS	One (1)
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All expenses to be incurred are hereby authorized subject to the usual accounting and auditing rules and regulations.

This Order shall take effect on the duration of the seminar.


VICTOR O. RAMOS
Secretary