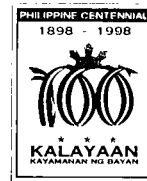




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43



JUN 11 1997

SPECIAL ORDER

No. 97 - 661

**SUBJECT : DESIGNATION OF BUDGET OFFICER III
ISIDORA A. PONTILLAS AS PROPERTY
CUSTODIAN OF THE BUDGET DIVISION VICE
BO III CONSUELO BUAN**

In the interest of the service and in view of the resignation of **Budget Officer III Consuelo P. Buan** as Property Custodian, **Budget Officer III Isidora A. Pontillas** is hereby designated as Property Custodian of the Budget Division.

As such she shall perform the following functions in addition to her regular duties:

1. Assist/coordinate the General Services Division in all matters pertaining to supply and property;
2. Assist the Property Section in the conduct of annual property inventory;
3. Shall be primarily responsible in accounting, monitoring and safeguarding government equipment, furniture and fixture of the Budget Division;
4. Report to the Property Section, GSD, movement, transfer, damages or losses of equipment, furniture and fixture assigned to the Budget Division.

This Order takes effect immediately.


RAMON F.P. PAJE
Assistant Secretary for Management
and International Environmental Affairs