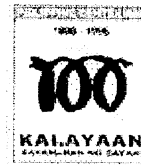




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



**SPECIAL ORDER**

**NO. 99-305**

Series of 1999

May 13 1999

**SUBJECT: DELEGATION OF AUTHORITY REGARDING THE  
IMPLEMENTATION OF ASEAN REGIONAL  
CENTER FOR BIODIVERSITY CONSERVATION  
(ARCBC)**

In the interest of the service and to efficiently and effectively implement the activities of the ARCBC, the Project/Center Director is hereby authorized to approve the following administrative and financial matters:

**I. ADMINISTRATIVE MATTERS**


1. Approval of local travels of project personnel not exceeding seven (7) days.
2. Participation of project personnel in local seminars, in-service training, workshop, conference not exceeding five (5) days.
3. Approval of leave of absence (with or without pay) of project personnel not exceeding five (5) working days. (For regular personnel detailed at the Center, the application for leave of absence will have to be processed in his/her mother unit prior approval.)
4. Authority to render overtime services not exceeding forty (40) hours in a month.
5. Approval of Trip Tickets.

**II. FINANCIAL MATTERS**

1. Approval and signing of the following, not exceeding one hundred thousand pesos (P100,000.00) for each single transaction:
  - 1.1 Requisition and Issue Voucher.

- 1.2 Purchase Order
  - 1.3 Job Contracts (subscription of periodicals, repairs, hire of vehicles and other non-fixed expenditures.)  
Note: Excludes contract of services of project personnel.
  - 1.4 Disbursement Voucher for Cash Advance for salaries, wages, claims for compensation of employees and payment for other fixed expenditures.
  - 1.5 Disbursement Voucher for payment of purchases, utilities, rentals subscriptions, contract of services and other non-fixed expenditures.
  - 1.6 Request of Obligation of Allotment (ROA).
2. Signing and countersigning of checks not exceeding one hundred thousand pesos (P100,000.00).

This Order takes effect immediately and shall remain enforced for the duration of the project or until revoked in writing. All orders inconsistent herewith are hereby repealed.



**ANTONIO H. CERILLES**  
Secretary