



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

MAY 04 1999

**SPECIAL ORDER**  
**NO. 99- 475**

**SUBJECT: DESIGNATING MS. BERNICE MARIE C. BIONG AS**  
**SPECIAL DISBURSING OFFICER (SDO) OF THE OSEC**

**MS. BERNICE MARIE C. BIONG**, Private Secretary II is hereby designated as Special Disbursing Officer for OSEC, in addition to her present duties without additional compensation. Ms. Biong is authorized to hold cash advance in the amount of P20,000.00 broken down as follows:


Supplies (07)	P 5,000.00
Other services (29)	15,000.00

Said amount shall be chargeable against DENR funds to defray emergency needs for minor repairs, supplies and materials and other miscellaneous expenses subject to the availability of funds and usual accounting and auditing rules and regulations.

The cash advance shall be used solely for the purpose for which it is intended and shall be liquidated monthly or fully upon the termination of the purpose. No replenishment of cash advance shall be granted unless the previous one has been liquidated or fully accounted for.

Ms. Biong shall coordinate with the Department Accountant and Department Auditor before discharging her duties as Special Disbursing Officer.

This Order shall take effect immediately

  
**ADRIANO B. NAVA, JR.**  
Assistant Secretary for Management and  
International Affairs 