



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 19 1999

SPECIAL ORDER
NO. 99 565

**SUBJECT : DESIGNATING HUMAN RESOURCE
MANAGEMENT OFFICER II MARIEL G. ABAO
AS SPECIAL DISBURSING OFFICER IN THE
OFFICE OF THE HUMAN RESOURCE
MANAGEMENT SERVICE**

In the interest of the service, **Ms. Mariel G. Abao** is hereby **designated as Special Disbursing Officer (SDO)** in the Human Resource Management Service in addition to her present duties and responsibilities without compensation. Ms. Abao is authorized to hold cash advance in the amount of Thirty Thousand Pesos (P30,000.00) with the following breakdown per object :

1. 07 - P15,000.00
2. 29 - P15,000.00

Said cash advance shall be charged against the DENR funds to defray emergency needs for supplies, materials, miscellaneous expenses and other services subject to the availability of fund and the usual accounting and auditing rules and regulations.

Ms. Abao shall coordinate with the Department Chief Accountant and Department Resident Auditor prior to discharge of duties and responsibilities as SDO.

No cash advance shall be granted unless the previous one has been liquidated or accounted for.

This Order shall take effect immediately and remain in force until December 31, 1999.

ADRIANO B. NAVA, JR.

Assistant Secretary for Administrative Services

Abao/hms
05/12/99