



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 3 1 1999

DENR SPECIAL ORDER

No. 99-611

**SUBJECT: DESIGNATING MS. JANE G. BAUTISTA, ACCOUNTANT IV
AS ASST. DIVISION CHIEF OF THE ACCOUNTING DIVISION
AND AUTHORIZING TO SIGN FINANCIAL AND OTHER
RELATED DOCUMENTS AND REPORTS**

In the interest of the service, Ms. Jane G. Bautista, Accountant IV is hereby designated as Asst. Division Chief of the Accounting Division and authorized to sign disbursement vouchers charge against Capital Outlay and Maintenance and Other Operating Expenses, including related documents up to P 100,000. For payroll and other personal service claims including remittances of payroll deductions, she shall sign without limit.


In cases wherein the Chief Accountant is out of Office on Official business or absent for more than one day, Ms. Bautista shall take charge of the Accounting Division and perform all the functions, duties and responsibilities of the Chief, Accounting Division.

She shall sign all documents as follows:

For the Chief Accountant:

JANE G. BAUTISTA
Accountant IV

This order takes effect immediately and cancels orders inconsistent herewith are hereby revoked.


ANTONIO H. CERILLES
Secretary