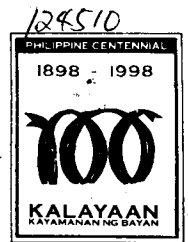




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



AUG 23 1999

SPECIAL ORDER

No. 99- 961

**SUBJECT : DESIGNATING MR. ROMMEL M. REYES AS
SPECIAL DISBURSING OFFICER IN THE OFFICE
OF THE ASSISTANT SECRETARY FOR
LEGISLATIVE AFFAIRS**

In the interest of the service, **Mr. Rommel M. Reyes** is hereby designated as Special Disbursing Officer (SDO) in the Office of the Assistant Secretary for Legislative Affairs, in addition to his present duties and responsibilities without additional compensation. Mr. Reyes 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 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.

Mr. Reyes shall coordinate with the Department Chief Accountant and Department 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 remains in force until December 31, 1999.

ADRIANO B. NAVA, JR.
Assistant Secretary for Management Services

Note: He must account for funds monthly.