

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



AUG 2 4 1999

DENR SPECIAL ORDER No. 99 - 964

SUBJECT: Designating Ms. Estela S. de Guzman, Clerk III as Liaison

Officer of the Office of the Undersecretary for Policy and

Technical Services

In the interest and exigency of the service, Ms. Estela S. de Guzman, Clerk III at the Office of the Undersecretary for Policy and Technical Services, is hereby designated as Liaison Officer of the Office to the different Bureaus/Units of the DENR and other Offices where the OUPTS and its staff conduct official transactions such as but not limited to administrative concerns, delivery and pick-up of official documents and parcels and other matters requiring liaison work.

As Liaison Officer, Ms. Estela S. de Guzman is authorized to reimburse reasonable transportation and other incidental expenses incurred while performing her duties, subject to the usual accounting rules and regulations.

This order shall be effective until revoke in writing.

Under secretary

Policy and Technical Services