



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43



JAN 07 2000

SPECIAL ORDER
No. 2000- 29


SUBJECT: DESIGNATING MS ROSITA O. DE GUZMAN AS
SPECIAL DISBURSING OFFICER OF THE DIRECTOR
FOR PUBLIC AFFAIRS OFFICE

In the interest of the service, Ms Rosita O. de Guzman is hereby designated as Special Disbursing Officer for the Director for Public Affairs Office, in addition to her present duties without additional compensation. Ms de Guzman is authorized to hold cash advance in the amount of P50,000.00, broken down as follows : 07 – P 25,000 ; 29 – P 25,000 chargeable against DENR funds to defray emergency needs for minor repairs of office equipment, developing and printing of photos for press release and coverage of the Secretary's activities, 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.

This Order shall take effect immediately and supersede, revoke, amend or modify all orders inconsistent herewith.


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

Recommending Approval:


MA. ROWENA ZULUETA DOMINGO
Director, Public Affairs Office