



**Department of  
Environment and  
Natural Resources**



APR 14 2000

SPECIAL ORDER  
No. 2000- 383

**SUBJECT : DESIGNATION OF MS. FE MENDIZABAL AS SPECIAL  
DISBURSING OFFICER FOR FUND 101**

In the interest of the service and in order to facilitate the immediate payment and/or transaction of the EARTH DAY CELEBRATION, Ms. FE MENDIZABAL of the cashier's division is hereby designated as Special Disbursing Officer for DENR-Fund 101.

As such, Ms. Mendizabal shall be allowed to hold cash advance in an amount not exceeding P100,000.00, breakdown as follows:


Object 07 (Supplies and Material)	: P 60,000.00
Object 29 (Other Services)	: P 40,000.00

Said cash advance shall be charged against DENR-Fund 101 to defray emergency needs for supplies and materials, miscellaneous expenses and other services subject to the availability of funds and the usual accounting and auditing rules and regulations.

As Special Disbursing Officer, the existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to him by virtue of this order shall guide her.

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

This order shall be effective until further revoked.

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