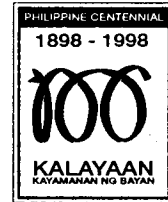




Republic of the Philippines
DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

113171



MAY 15 2000

SPECIAL ORDER

No. 2000- 484

**SUBJECT: DESIGNATING MS. ROSITA O. DE GUZMAN AS
SPECIAL DISBURSING OFFICER OF THE DENR
CENTRALIZED LIBRARY.**

In the interest of the service, **Ms. Rosita O. de Guzman** is hereby designated as Special Disbursing Officer of the DENR Centralized Library. As such, she is authorized to hold cash advance in the amount of P50,000.00, (07 - P30,000; 29 - P20,000.00) chargeable against DENR funds, to defray emergency needs for the purchase of books, supplies and materials, and minor repairs of office equipment and other miscellaneous expenses.

As Special Disbursing Officer, she shall be guided by the existing accounting and auditing rules and regulations regarding the handling of government funds which was entrusted to her by virtue of this Order and shall be immediately liquidated when no longer needed.

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

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

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

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