



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

JAN 14 2000

DENR SPECIAL ORDER NO. 2000- 55

SUBJECT: DESIGNATING MS. AYDA Z. ZOLETA AS SPECIAL DISBURSING OFFICER OF DENR EUREUIL HELICOPTER.

In the interest of the service, MS. AYDA Z. ZOLETA of the Public Affairs Office is hereby designated as Special Disbursing Officer (SDO) of DENR EUREUIL Helicopter.

Ms. Zoleta is authorized to hold cash advance in the amount of FIFTY THOUSAND PESOS (P50,000.00), chargeable against DENR funds to defray emergency needs for minor repairs, supplies and materials and other miscellaneous expenses subject to the availability of funds and the usual accounting/auditing rules and regulations, breakdown as follows:

<u>OBJECT CODE</u>	<u>PARTICULARS</u>	<u>AMOUNT (P)</u>
(07)	Supplies and Materials	P 10,000.00
(23)	Gas, Oil and Lubricant	20,000.00
(29)	Other Services	20,000.00
TOTAL		P 50,000.00
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The cash advance shall be used solely for the purpose for which it is intended and shall be liquidated freely upon the termination of the purpose and on 21st of January of the preceeding year.

Replenishment of cash advance shall be granted provided the ceiling is not exceeded and provided further that corresponding report has been submitted to be credited to previous cash advance.

This Order shall take effect immediately and remain enforce until December 31, 2000 only.

Adriano B. Nava, Jr.
ADRIANO B. NAVA, JR.

Assistant Secretary for Management Services