



Republic of the Philippines  
Department of Environment and Natural Resources

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6-24  
JUL 14 2007

SPECIAL ORDER

No. 2000 - 713

SUBJECT : **DESIGNATING MR. ARNOLD L. SUZARA AS SPECIAL  
DISBURSING OFFICER IN THE OFFICE OF THE ASSISTANT  
SECRETARY FOR LANDS AND LEGISLATIVE AFFAIRS**

In the interest of the service, Mr. Arnold L. Suzara is hereby designated as Special Disbursing Officer (SDO) in the Office of the Assistant Secretary for Lands and Legislative Affairs, in addition to his present duties and responsibilities without additional compensation. Mr. Suzara is authorized to hold cash advance in the amount of Forty Thousand (P40,000.00) with the following breakdown:

1.	07	-	P25,000.00
2.	29	-	P15,000.00

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

Mr. Suzara shall coordinate with the Department Chief Accountant and Department Auditor prior to discharge of duties and responsibilities as SDO.

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

This order shall take effect immediately and remains in force for one (1) year.

  
ADRIANO B. NAVA, JR.  
Assistant Secretary  
Management Services

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F. 7/12