



Department of  
Environment and  
Natural Resources



FEB 03 2000

**SPECIAL ORDER**

No. 2000 - 99

**SUBJECT: DESIGNATING. MR. EMMANUEL A. MIRAFLORES AS SPECIAL DISBURSING OFFICER OF THE DECISION SUPPORT SYSTEM - MANAGEMENT INFORMATION SYSTEMS DIVISION.**

In the interest of the service, **Mr. Emmanuel A. Miraflores**, Information Technology Officer II, is hereby designated as Special Disbursing Officer (SDO) for DSSO-MISD, in addition to his present duties and responsibilities without additional compensation. Mr. Miraflores is authorized to hold cash advance in the amount of **Thirty Thousand Pesos (P30,000.00)** with the following breakdown per object:

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

Said cash advance shall be charged against DENR-MISD Funds to defray emergency needs for computer hardware, software and network supplies and repair services, other parts and 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 him.

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 until revoked in writing.

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