



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



JAN 05 2001

SPECIAL ORDER

No. 2001-02

**SUBJECT : DESIGNATING MS. JOCELYN N. CLEMENTE AS
SPECIAL DISBURSING OFFICER (SDO) FOR THE
MMRALBC**

In the interest of the service, **Ms. JOCELYN N. CLEMENTE** of the Cashier Section is hereby designated as Special Disbursing Officer for the Mt. Makiling Reserve Area and Laguna de Bay Commission (MMRALBC), in addition to her present duties without additional compensation. Ms. Clemente is authorized to hold cash advance in the amount of FIFTY THOUSAND PESOS (P 50,000.00), chargeable against MMRALBC funds to defray expenses for the implementation of various activities of the Commission, subject to the availability of funds and the usual accounting and auditing rules and regulations. Breakdown as follows:

Repair of Vehicle	-	₱ 5,000.00
Gasoline/Spare parts	-	5,000.00
Supplies	-	10,000.00
Miscellaneous	-	30,000.00
TOTAL		₱ 50,000.00

The cash advance shall be used solely for the purpose for which it is intended and shall be liquidated monthly or fully upon termination of the purpose.

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

This Order takes effect immediately and remains valid until 31 December 2001

ADRIANO B. NAVA, JR.

Assistant Secretary for Management Services