



Republic of the Philippines  
Department of Environment and Natural Resources

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FEB 28 2001

SPECIAL ORDER  
NO. 2001 - 101

SUBJECT : **DESIGNATION OF MS. EDITHA V. TABIEN AS  
SPECIAL DISBURSING OFFICER FOR DECISION  
SUPPORT SYSTEMS OFFICE (DSSO)**

In the interest of the service and in order to facilitate the immediate payment of official transactions in connection with the day-to-day operations of the Decision Support Systems Office (DSSO), **MS. EDITHA V. TABIEN**, Computer Operator III, Decision Support Systems Office is hereby designated as Special Disbursing Officer for DENR Fund 101 (MISD Funds).

As such, Ms. Tabien shall be allowed to hold cash advance in an amount not exceeding PhP 50,000.00, to be broken down as follows:

Object 07 (Supplies and Materials) : PhP 25,000.00  
Object 29 (Other Services) : PhP 25,000.00

Said cash advance shall be charged against MISD funds to defray emergency needs for 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, she shall be guided by the existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to her by virtue of this Order.

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

This Order shall be effective until December 31, 2001.

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