



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



**DENR SPECIAL ORDER**  
**NO. 2001- 450**

**AUG 27 2001**

**SUBJECT: DESIGNATING DR. PERFECTA B. HINOJOSA, SUPVG. FOREST  
MGT. SPECIALIST, AS SPECIAL DISBURSING OFFICER AT  
THE OFFICE OF THE SECRETARY**

In the interest of the service and in order to ensure smooth operations at the Office of the Secretary (OSEC), the designation of DR. PERFECTA B. HINOJOSA as Special Disbursing Officer (SDO) is hereby authorized. As such she is authorized to hold cash advance in the amount of One Hundred Thousand Pesos (P100,000) to defray Maintenance and Other Operating Expenses (MOOE) at the OSEC, broken down as follows:

P30,000	-	Supplies Expenses
70,000	-	Other Expenses
<u>100,000</u>	-	TOTAL AMOUNT OF CASH ADVANCE

As Special Disbursing Officer, she shall be guided by existing government rules and regulations regarding the handling of government funds. The cash advance entrusted to her by virtue of this designation shall be immediately liquidated when no longer needed.

This Order shall take effect immediately.

  
**HEHERSON T. ALVAREZ**  
Secretary