



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DEC 09 2002

SPECIAL ORDER
NO. 2002 - 1083

**SUBJECT: DESIGNATING Mr. JIMMY FRANCO AS IN-CHARGE IN
THE ISSUANCE OF BIO DIESEL FUEL**

In the exigency and interest of the service, Mr. Jimmy Franco, Auto Electrician, Motorpool Section, GSD is hereby designated as In-Charge in the issuance, allocation and control of Bio Diesel Fuel in addition to his official duties and responsibilities.

As such, he shall have the following duties and responsibilities:

1. To issue Bio Diesel Fuel allocation to DENR service motor vehicles based on the authorized/approved fuel allocation per official and based on the issued gas/fuel coupon;
2. Monitor and control the Bio Diesel Fuel allocation;
3. Prepare daily report of Bio Diesel Fuel issued and submit the daily report to the OIC Chief, GSD first hour in the morning on the next working day;
4. Prepare necessary documents for requisition/restocking of Bio Diesel Fuel whenever the stock is exhausted; and
5. Take full responsibility of the key of bio diesel fuel tank.

This Order shall take effect immediately.


ANN CHRISTINE T. ROJO
Head Executive Assistant 12-c

