



Republic of the Philippines
 Department of Environment and Natural Resources

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SPECIAL ORDER
 No. 2002 - 146

FEB 21 2002

**SUBJECT: DESIGNATING MS. ZENaida V. GUTIERREZ AS SPECIAL
 DISBURSING OFFICER OF THE GENERAL SERVICES DIVISION
 (GSD)**

In the interest of the service, Miss Zenaida V. Gutierrez is hereby designated as Special Disbursing Officer (SDO) for the General Services Division, in addition to her present duties and responsibilities without additional compensation. Ms Gutierrez is authorized to hold cash advance in the amount of Two Hundred Thousand Pesos (P 200,000.00) with the following breakdown per object ; 04 - P 60,000.00; 07 - P 50,000.00; 05 - P 50,000.00 and 29 as P 40,000.00. Said cash advance will be charged against DENR Fund to defray emergency need for minor repairs, supplies and materials, and other miscellaneous expenses subject to the availability of fund and the usual Accounting and Auditing rules and regulations.

Ms. Gutierrez shall coordinate with the Department Chief Accountant and Department Auditor prior to discharge of duties and responsibility as SDO.

Cash Advance may be replenished as the need arises.

This Order shall take effect immediately.

PROF. ROGELIO V. PAGLOMUTAN
 Assistant Secretary for Finance
 and Management Services.