



Republic of the Philippines  
Department of Environment and Natural Resources  
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JAN 14 2002

**SPECIAL ORDER**

No. 2002- 18

**SUBJECT: DESIGNATING MS. ROSITA O. DE GUZMAN AS SPECIAL DISBURSING OFFICER OF THE DENR CENTRALIZED LIBRARY.**

In the interest of the service, **Ms. Rosita O. de Guzman** is hereby designated as Special Disbursing Officer of the DENR Centralized Library. As such she is authorized to hold cash advance in the amount of Php 20,000, (07- Php10,000; 27-Php10,000) chargeable against DENR funds, to defray emergency needs for the purchase of books, supplies and materials, minor repairs of office equipment and other miscellaneous expenses.

As Special Disbursing Officer, she shall be guided by the existing accounting and auditing rules and regulations regarding the handling of government funds which was entrusted to her by virtue of this Order and shall be immediately liquidated when no longer needed

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

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

**Prof. ROGELIO V. PAGLOMUTAN**  
Assistant Secretary  
Finance and Management Services