



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

211298
JAN 14 2002

SPECIAL ORDER
NO. 2002 - 20

SUBJECT: DESIGNATING DIRECTOR ERLINDA P. MERAM
AS SPECIAL DISBURSING OFFICER.

In the interest of the service, Director ERLINDA P. MERAM is hereby designated as Special Disbursing Officer to handle petty cash for miscellaneous expenses to be incurred in the central office, including those related to FY 2002 Budget Reprogramming and FY 2003 Budget Preparation.

As such, Director Meram is authorized to hold cash advance in the amount of *Two Hundred Thousand Pesos Only (P200,000.00)* broken down as follows:

07	Supplies	P100,000.00
29	Other Services	100,000.00

The Cash Advance shall be replenished whenever necessary and be liquidated when no longer needed.

This Order shall take effect immediately .

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