

2/1/2002



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
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

JAN 14 2002

SPECIAL ORDER

NO. 2002 - 21

**SUBJECT : DESIGNATING MS. MEMORIE JINGGY F. TOLEDO
AS SPECIAL DISBURSING OFFICER IN THE
OFFICE OF THE DIRECTOR, ADMINISTRATIVE
SERVICE**

In the interest of the service, **Ms. Memorie Jinggy F. Toledo** is hereby designated as Special Disbursing Officer in the Office of the Director, Administrative Service, in addition to her present duties and responsibilities without additional compensation. Ms. Toledo is authorized to hold cash advance in the amount of Fifty Thousand Pesos (**P50,000.00**) with the following breakdown per object:

07 - P25,000.00

29 - P25,000.00

Said cash advance shall be charged against DENR funds to defray emergency needs for supplies, materials, miscellaneous expenses and other services subject to the availability of fund and the usual accounting and auditing rules and regulations.

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

This Order shall take effect immediately and remains in force until December 31, 2002

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

Let's Go Green!
6047F-1/9/02