



Republic of the Philippines
Department of Environment and Natural Resources
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AUG 09 2002

SPECIAL ORDER
No. 2002- 617

SUBJECT : DESIGNATION OF MR. RAYMOND VELICARIA AS SPECIAL DISBURSING OFFICER OF THE LEGISLATIVE AFFAIRS OFFICE

In the interest of the service and in order to facilitate the immediate payment of official transactions in connection with the day-to-day operations of the Office of the Assistant Secretary for Legislative Affairs, Mr. Raymond Velicaria is hereby designated as Special Disbursing Officer (SDO) of the said office.

As such, he shall be allowed to hold cash advance in an amount not exceeding P30,000.00 to be broken down as follows:


Object 07 (Supplies and Materials)	:	P15,000.00
Object 29 (Other Services)	:	P15,000.00

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

As Special Disbursing Officer, he shall be guided by the existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to him by virtue of this Order.

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

This Order shall be effective until December 31, 2002.


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