



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

JAN 29 2002

**SPECIAL ORDER**

No. 2002 - 69

**SUBJECT: DESIGNATING MS. FE A. MENDIZABAL AS SPECIAL DISBURSING OFFICER OF THE DENR COMMUNITY LIVELIHOOD ASSISTANCE PROGRAM (DENR - CLASP)**

In the interest of the service, Ms. Fe A. Mendizabal, Cashier II, is hereby designated as Special Disbursing Officer (SDO) for DENR-CLASP, in addition to her present duties and responsibilities without additional compensation. Ms. Mendizabal is authorized to hold cash advance in the amount of **Fifty Thousand Pesos (P50,000)** with the following breakdown per object:

07	-	P 25,000.00
29	-	25,000.00

Said cash advance shall be charged against PPA II.g 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, the existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to her by virtue of this order shall guide her.

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 revoked in writing.

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