



Republic of the Philippines
Department of Environment and Natural Resources
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FEB 21 2003

DENR SPECIAL ORDER
NO. 2003-129

**SUBJECT: DESIGNATION OF GREGORIA C. MALIGSA AS
SPECIAL DISBURSING OFFICER (SDO) OF THE
LEGAL SERVICE.**

In the interest of the service, **MS. GREGORIA C. MALIGSA**, Records Officer II, is hereby designated as Special Disbursing Officer (SDO) of the Legal Service. In addition to her present duties without additional compensation, Ms. Maligsa is authorized to hold cash advance in the amount of FIFTY THOUSAND PESOS (Php50,000.00), broken down as follows (**07 – Php 45,000.00; 29 – Php5,000.00**) chargeable against DENR funds, to defray emergency needs for the purchase of books, office supplies and materials, minor repairs of office equipment and other miscellaneous expenses, subject to the availability of funds and usual accounting rules and regulations.

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.


ELISEA G. GOZUN
Secretary