



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
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929-66-20 • 929-66-33 to 35  
929-70-41 to 43

APR 30 2003

**SPECIAL ORDER**  
**NO. 2003 - 308**

**SUBJECT : DESIGNATING MR. ROMMEL REYES AS PETTY CASH CUSTODIAN IN THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS**

In the interest of the service, **Mr. Rommel M. Reyes** is hereby designated as Petty Cash Custodian in the Office of the Assistant Secretary for Legislative Affairs, in addition to his present duties and responsibilities without additional compensation. Mr. Reyes is authorized to hold cash advance in the amount of **Thirty Thousand Pesos (P30,000.00)** with the following breakdown:

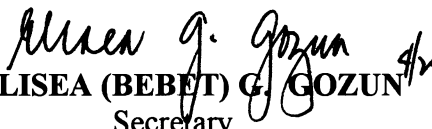
|    |   |            |
|----|---|------------|
| 07 | - | P15,000.00 |
| 29 | - | P15,000.00 |

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 funds and the usual accounting and auditing rules and regulations.

Mr. Reyes shall coordinate with the Department Chief Accountant and Department Auditor prior to discharge of duties and responsibilities as Petty Cash Custodian.

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, 2003.

  
ELISEA (BEBET) G. GOZUN  
Secretary