



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

JAN 21 2003

SPECIAL ORDER

No. 2003 - 33

SUBJECT : DESIGNATION OF MR. MARIUS NORMAN B. MACALALAD AS PETTY CASH FUND CUSTODIAN OF AUDITING/ACCOUNTING DIVISION

In the interest of the service and in order to accommodate the immediate needs of the Accounting and Auditing Division, Mr. Marius Norman B. Macalalad is hereby designated as Petty Cash Fund Custodian.

As such, Mr. Macalalad shall be allowed to hold petty cash in the amount of THIRTY FIVE THOUSAND PESOS ONLY (P 35,000.00) as follows:

849	-	P 25,000.00
950	-	10,000.00

		P 35,000.00
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Said petty cash shall be charged against DENR Accounting/Auditing funds to defray emergency needs for supplies, materials and other miscellaneous expenses services of said Offices, subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately and shall remain in force until December 31, 2003.


ELISEA (BEBET) G. GOZUN
Secretary