



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

MAY 15 2003

SPECIAL ORDER  
No. 2003- 351

**SUBJECT: DESIGNATING THE OIC ASSISTANT DIRECTOR OF SPECIAL CONCERNS, WILLIAM T. RAGOS AS PETTY CASH FUND CUSTODIAN FOR THE SPECIAL CONCERNS OFFICE.**

In the interest of the service, OIC- Assistant Director, WILLIAM T. RAGOS is hereby designated as Petty Cash Fund Custodian for the Special Events Division, Special Concerns Office (SCO) in addition to his present duties without additional compensation.

Mr. Ragos is authorized to hold cash advance in the amount of One Hundred Thousand Pesos (P100,000) with the following breakdown per object.

07	-	P	70,000.00
29	-	P	30,000.00
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		P	100,000.00

This is chargeable against DENR funds to defray emergency needs of supplies and materials and other miscellaneous expenses subject to the availability of funds and the usual accounting and auditing rules and regulations.

Said cash advance shall be used solely for the purpose for which it is intended and shall be liquidated when no longer needed.

This Order takes effect immediately .

  
**ROLANDO L. METIN**  
Undersecretary