



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

JAN 27 2003

SPECIAL ORDER

NO. 2003- 45

**SUBJECT : DESIGNATING MS. MEMORIE JINGGY F. TOLEDO
AS SPECIAL DISBURSING OFFICER IN THE
OFFICE OF THE DIRECTOR, ADMINISTRATIVE
SERVICE**

In the interest of the service, **Ms. Memorie Jinggy F. Toledo** is hereby designated as Special Disbursing Officer in the Office of the Director, Administrative Service, in addition to her present duties and responsibilities without additional compensation. MS. Toledo is authorized to hold cash advance to defray emergency needs for supplies and materials, miscellaneous expenses and other services in the total amount of Fifty Thousand Pesos (**P50,000.00**) with the following breakdown per object:

Object 07 (supplies & materials)	-	P 30,000.00
Object 29 (other services)	-	P 20,000.00

Said cash advance shall be granted unless the previous one has been liquidated or accounted for.

This Order shall be effective until further revoked.

Elisea G. Gozun
ELISEA (BEBET) G. GOZUN
Secretary