



## Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100  
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929-70-41 to 43

JAN 27 2003

SPECIAL ORDER  
NO. 2003- 48

**SUBJECT : Designation of Ms. Editha V. Tabien as Special Disbursing Officer for DENR Fund 101 (MISD Funds).**

In the interest of the service and in order to facilitate the immediate payment of official transactions in connection with the day-to-day operations of the Management Information Systems Division is hereby designated as Special Disbursing Officer for DENR Fund 101 (MISD Funds).

As such Ms. Tabien shall be allowed to hold cash advance in an amount not exceeding ₱ 50,000.00, to be broken down as follows;


Object 07 (Supplies and Materials)	₱ 25,000.00
Object 29 (Other Services)	₱ 25,000.00

Said cash advance shall be charged against MISD funds to defray emergency needs for supplies and materials, miscellaneous expenses and other services subject to the availability of funds and the usual accounting and auditing 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 entrusted to her by virtue of this Order.

No cash advance shall be granted unless the previous one has been liquidated or accounted for.

This Order shall be effective until December 31, 2003

  
ELISEA (BEBET) G. GOZUN  
Secretary