



Republic of the Philippines
Department of Environment and Natural Resources
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JUL 03 2003

SPECIAL ORDER
NO. 2003 - 513

**SUBJECT : AUTHORIZING MR. PONCIANO M. ARAÑEZ TO
HOLD CASH ADVANCE FOR THE RECORDS
MANAGEMENT AND DOCUMENTATION DIVISION**

In the interest of the service, in order to ensure the smooth operations of Records Management and Documentation Division, Mr. Ponciano M. Arañez is hereby authorized to hold cash advance in the amount of **Twenty Five Thousand Pesos (P25,000.00)** broken down as follows:

Supplies (07)	-	P 20,000.00
Other Services	-	<u>5,000.00</u>
TOTAL	-	P 25,000.00

Said amount shall be chargeable against Records Management and Documentation Division funds to defray emergency needs for mailing services and other incidental expenses and also for emergency purchase of supplies and materials subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately and supersedes all previous order inconsistent herewith.


ROLANDO L. METIN
Undersecretary for Management
and Technical Services