



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
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

FEB 04 2003

SPECIAL ORDER
No. 2003- 78

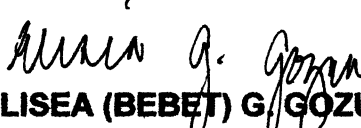
**SUBJECT : DESIGNATING MS. ROSITA O. DE GUZMAN AS
SPECIAL DISBURSING OFFICER OF THE DENR
CENTRALIZED LIBRARY AND THE PUBLIC AFFAIRS
OFFICE**

In the interest of the service, **Ms. Rosita O. De Guzman** is hereby designated as Special Disbursing Officer of the DENR Centralized Library and the Public Affairs Office. In addition to her present duties without additional compensation, Ms. De Guzman is authorized to hold cash advance in the amount of **Php 50,000** broken down as follows (**07- Php 30,000; 29- Php 10,000; 27-Php10,000**) chargeable against DENR funds, to defray emergency needs for minor repairs of office equipment, developing and printing of photos for press release and coverage of the Secretary's activities; for the purchase of books, supplies and materials; and other miscellaneous expenses, subject to the availability of funds and usual accounting 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 which was entrusted to her by virtue of this Order and shall be immediately liquidated when no longer needed.

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

This order shall take effect immediately and supersedes all orders inconsistent herewith.


ELISEA (BEBET) G. GOZUN ^{2/3}
Secretary