



Republic of the Philippines
Department of Environment and Natural Resources

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OCT 06 2003

SPECIAL ORDER
NO. 2003- 822

**SUBJECT: DESIGNATING ZENAIDA V. GUTIERREZ AS SPECIAL
DISBURSING OFFICER OF THE GENERAL SERVICES
DIVISION (GSD)**

In the interest of the service, Miss Zenaida V. Gutierrez is hereby designated as Special Disbursing Officer (SDO) for the General Services Division, in addition to her present duties and responsibilities without additional compensation. Ms. Gutierrez is authorized to hold cash advance in the amount of Two Hundred Thousand Pesos (P200,000.00). Said cash advance will be charged against D.E.N.R. Fund to defray emergency need for minor repairs, supplies and materials, and other miscellaneous expenses subject to the availability of fund and the usual Accounting and Auditing rules and regulations.

Ms. Gutierrez shall coordinate with the Department Chief Accountant and Department Auditor prior to discharge of duties and responsibility as S.D.O.

Cash Advance may be replenished as the need arises.

This Order shall take effect immediately.


ROLANDO L. METIN
Assistant Secretary for Management
and Technical Services

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