



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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JAN 11 2004

SPECIAL ORDER
NO. 2004 - 10

SUBJECT DESIGNATING MR. JOSEPH A. ESPERANZA AS PETTY
CASH CUSTODIAN IN THE PERSONNEL DIVISION

In the interest of the service, Mr. Joseph A. Esperanza is hereby designated as Petty Cash Custodian in the Personnel Division, in addition to his present duties and responsibilities without additional compensation. Mr. Esperanza 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 35,000.00
Object 29 (other services)	-	P 15,000.00

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

This Order shall be effective from January 1 to December 31, 2004.


ROLANDO L. METIN
Undersecretary
Management and Technical Services