



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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 27 2004

SPECIAL ORDER
No. 2004 - 130

**SUBJECT: DESIGNATING MS. FELY S. NABUA AS PETTY CASH
FUND CUSTODIAN OF THE MANAGEMENT DIVISION**

In the interest of service, Ms. FELY S. NABUA, Management and Audit Analyst III of the Management Division, is hereby designated as Petty Cash Fund Custodian of the Management Division, Financial and Management Service in addition to her present duties without additional compensation. Ms. NABUA is authorized to hold petty cash fund in the amount of P20,000.00 broken down as follows:

755/765	P18,000.00
969	P 2,000.00

Said amount shall be used to defray miscellaneous expenses of the above-mentioned division subject to the usual accounting and auditing rules and regulations.

The petty cash shall be used solely for the purpose for which it is intended and shall be liquidated fully upon the termination of the purpose.

This Order shall take effect immediately.


ROLANDO L. METIN
Undersecretary for Management
and Technical Services