



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 23 2004

SPECIAL ORDER
NO. 2004 - 205

**SUBJECT : Designation of MS. ZENAIDA B. MUÑOZ , Chief,
Research and Statistics Division as Petty Cash
Fund Custodian for DENR Fund 101
(Statistical Services Funds)**

In the interest of the service and in order to facilitate the immediate payment of official transactions in connection with the day to day operations of the Research and Statistics Division, MS.ZENAIDA B. MUÑOZ, Chief of the said Division is hereby designated as Petty Cash Fund Custodian for DENR Fund 101 (Statistical Services Funds).

As such Ms. Muñoz shall be allowed to hold cash advance in an amount not exceeding Fifteen Thousand Pesos (P 15,000.00) to be broken down as follows:

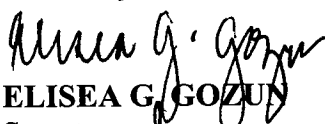
Supplies and Materials	07	10,000.00
Other Services	29	5,000.00

Said cash advance shall be charged against Statistical Services Funds to defray emergency needs for supplies and materials, miscellaneous expenses and other services subject to the availability of funds and the usual accounting and auditing rules and regulations.

As Petty Cash Fund Custodian, she shall be guided by existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to her by virtue of this Order.

No Petty cash shall be granted unless the previous one has been liquidated or accounted for.

This Order shall be effective until December 31, 2004.


ELISEA G. GOZUN
Secretary