



Republic of the Philippines
Department of Environment and Natural Resources
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JAN 15 2004

DENR SPECIALORDER


No. 2004 25

**SUBJECT : DESIGNATING MS. ROSITA O. DE GUZMAN AS
SPECIAL DISBURSING OFFICER FOR THE DIRECTOR
OF THE PUBLIC AFFAIRS OFFICE**

In the interest of the service, **Ms. ROSITA O. DE GUZMAN** is hereby designated as Special Disbursing Officer for the Director of 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 **Php75,000** broken down as follows: **07 - Php20,000; 29 - Php40,000; 27 - Php15,000** chargeable against DENR funds to defray emergency needs for minor repairs of office equipment, developing and printing of photos for press release and other media relations activities, coverage of the Secretary's activities, supplies and materials and other miscellaneous expenses subject to the availability of funds and usual accounting rules and regulations.

The cash advance shall be used solely for which it is intended and shall be liquidated monthly or fully accounted for.

This order shall take effect immediately and supersede, revoke, amend or modify all orders inconsistent herewith.


ELISEA G. GOZUN
Secretary