



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Dilliman, Quezon City, 1100
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929-70-41 to 43

JUN 10 2004

SPECIAL ORDER

No. 2004- 419

SUBJECT: DESIGNATING MS. FE A. MENDIZABAL, CASHIER II AS PETTY CASH CUSTODIAN FOR THE ARBOR DAY CELEBRATION ON JUNE 25, 2004

In the interest of the service, **FE A. MENDIZABAL, Cashier II** is hereby designated as Petty Cash Custodian for the Arbor Day in addition to her present duties without additional compensation.

Ms. Mendizabal is authorized to hold cash advance in the amount of Thirty Thousand Pesos Only. (P30,000) with the following breakdown per object.

07	-	P	18,000.00
29	-	P	12,000.00

		P	30,000.00

This is chargeable against DENR funds to defray emergency expenses, materials and other miscellaneous expenses subject to the availability of funds and the usual accounting and auditing rules and regulations.

Said cash advance shall be used solely for the purpose for which it is intended and shall be liquidated when no longer needed.

This Order takes effect immediately .


ROLANDO L. METIN
Undersecretary