



Republic of the Philippines  
Department of Environment and Natural Resources  
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AUG 12 2004

**DENR SPECIAL ORDER**  
NO. 2004- 587

**SUBJECT : DESIGNATING MS. HERMINIGILDA L. GUMATAY AS PETTY CASH CUSTODIAN OF THE LEGAL SERVICE**

In the interest of the service and for the effective and efficient implementation of the day to day activities of the aforesaid Office, Ms. Herminigilda L. Gumatay, Records Officer II of the Research and Legal Opinion Division, Legal Service, is hereby designated in concurrent capacity as Petty Cash Custodian.

As Petty Cash Custodian, she shall be allowed to maintain a cash advance of P50,000.00 broken down as follows:

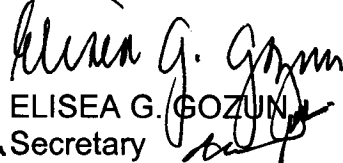
<b>Supplies (07)</b>	-	<b>P45,000.00</b>
<b>Other Services (029)</b>	-	<b>5,000.00</b>

She must immediately liquidate the said cash advance when no longer needed.

She shall be guided by all existing accounting and auditing rules and regulations in handling said cash advance.

All expenses to be incurred by Ms. Gumatay in connection with her designation shall be charged against 11-F Legal Service Funds.

This Order takes effect immediately and shall remain in force until revoked.

  
ELISEA G. GOZUN  
Secretary