



Republic of the Philippines  
Department of Environment and Natural Resources  
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OCT 28 2004

**DENR SPECIAL ORDER**

No. 2004 765

Subject: **DESIGNATING MA. ESTELA Q. BALON AS PETTY CASH CUSTODIAN OF THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATIVE LIASON AND ADMINISTRATIVE LEGAL SERVICES**

In the interest of the service and for the effective and efficient implementation of the day to day activities of the Office of the Assistant Secretary for Legislative Liason and Administrative Legal Services, Ma. Estela Q. Balon, Special Investigator II is hereby designated 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:

Supplies (07)	-	P45,000.00
Other Services (029)	-	5,000.00

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. Balon in connection with her designation shall be charged against II-f.

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

  
**MICHAEL T. DEFENSOR**  
Secretary