



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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929-66-20 • 929-66-33 to 35
929-70-41 to 43

DEC 13 2004

SPECIAL ORDER
NO. 2004 - 848

**SUBJECT: DESIGNATING MS. MYRNA C. BALATAYO
AS PETTY CASH OFFICER IN THE OFFICE
OF THE DIRECTOR, LEGAL SERVICE**

In the interest of the service, **Ms. Myrna C. Balatayo** is hereby designated as Petty Cash Officer in the Office of the Director, Legal Service, in addition to her present duties and responsibilities without additional compensation. Ms. Balatayo is authorized to hold cash advance in the amount of **Fifty Thousand Pesos (P50,000.00)**: Broken down as follows:

| | |
|-----|-----------|
| 755 | 40,000.00 |
| 969 | 10,000.00 |

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

Ms. Balatayo shall coordinate with the Department Chief Accountant and Department Auditor prior to discharge of duties and responsibilities as Petty Cash Officer.

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

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


MICHAEL T. DEFENSOR
Secretary 