



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

**SPECIAL ORDER**  
**NO. 2004** 23

**SUBJECT : DESIGNATING MS. MARITESS TAMAYO AS PETTY CASH CUSTODIAN IN THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATIVE LIAISON AND ADMINISTRATIVE LEGAL SERVICE AND CHAIRMAN, BIDS AND AWARDS COMMITTEE.**

In the interest of the service, **Ms. Maritess Tamayo** is hereby designated as Petty Cash Custodian in the Office of the Assistant Secretary for Legislative Liaison and Administrative Legal Service, and Chairman, Bids and Awards Committee, in addition to her present duties and responsibilities without additional compensation. Ms. Tamayo is authorized to hold cash advance in the amount of **Fifty Thousand Pesos (P50,000.00)** with the following breakdown:


07	-	P40,000.00
29	-	P10,000.00

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 the usual accounting and auditing rules and regulations.

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

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 June 30, 2004.

  
ELISEA G. GOZUN  
Secretary