

**Memorandum Order**  
**No. 98 - 02**  
**January 30, 1998**

**SUBJECT : Prescribing the Expense Monitoring Form (EMF) for Community Environment and Natural Resources Office (CENRO) Financial Operating Procedures.**

In order to effectively monitor the financial expenditures incurred for each major activity undertaken by the CENRO, an Expense Monitoring form (EMF), marked as annex "A" is hereby prescribed.

The procedures on the preparation, accomplishment and submission of EMF are attached as annexes "B" and "C".

The Regional Executive Directors are hereby directed to release the fund allocations of the PENROs and the CENROs in accordance with approved WORK AND FINANCIAL PLAN (WFP) to expedite the implementation of plans and programs at the CENRO level.

This Order takes effect immediately.

**(Sgd.) VICTOR O. RAMOS**  
Secretary