



JUL 01 2003

**MEMORANDUM ORDER**

NO. 2003- 04

**SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 2003-03 DATED 22 MAY 2003 RE: GUIDELINES IN THE ISSUANCE OF FUEL FOR OFFICIAL VEHICLES OF THE DENR**

In the interest of the service and in line with policy of fiscal prudence, Item No. 3 of Memorandum Order No. 2003-03 dated 22 May 2003 is hereby amended to read as follows:

***“3. The General Services Division shall not issue fuel beyond the above allocation unless with prior clearance of the undersigned. Any withdrawal in excess of allocation shall be charged to the personal account of the official or office concerned. Should the General Services Division issue fuel beyond the authorized limit without clearance from the Secretary same will be charged to the Chief, GSD.”***

All other provisions of Memorandum Order No 2003-03 remain in force.

This Order shall take effect immediately.

  
**ELISEA G. GOZUN**  
Secretary