



DENR SPECIAL ORDER

JAN 06 2005

NO. 01
Series of 2005


SUBJECT: DESIGNATION OF CONSUELO P. BUAN AS PETTY CASH FUND CUSTODIAN OF THE MANAGEMENT AND TECHNICAL SERVICES OFFICE

In the interest of the service, Ms. Consuelo P. Buan, Executive Assistant III, Management and Technical Services, is hereby designated as Petty Cash Custodian and as such, she is authorized to hold petty cash in the amount of One Hundred Thousand Pesos (P100,000.00) broken down as follows:

Object of Exp.	Amount
200-07 (755)	P 30,000.00
(766)	5,000.00
29 (969)	45,000.00
(783)	<u>20,000.00</u>
TOTAL	P100,000.00

Said amount shall be used to defray miscellaneous expenses of the Office of the Undersecretary and shall be replenished as the need arises, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This order takes effect immediately and shall remain in force until December 31, 2005.


MICHAEL T. DEFENSOR
Secretary

1/07/05