



Republic of the Philippines  
Department of Environment and Natural Resources  
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**DENR SPECIAL ORDER**

No. 2003 - 175  
ks

MAR 07 2005

**SUBJECT : DESIGNATING MS. NELIA F. VILLANUEVA  
AS PETTY CASH CUSTODIAN OF THE  
OFFICE OF THE UNDERSECRETARY FOR  
MINING AND LEGAL AFFAIRS**

In the interest of the service and for the effective and efficient implementation of the day to day activities of the office of the Undersecretary for Mining and Legal Affairs, Ms. Nelia F. Villanueva, Executive Assistant IV of aforesaid Office is hereby designated in concurrent capacity as Petty Cash Custodian.

As Special Disbursing Officer, she shall be allowed to maintain a cash advance of P50,000. broken down as follows:

<b>Supplies (07)</b>	-	<b>P 25,000.00</b>
<b>Other Services (029)</b>	-	<b>25,000.00</b>

She must immediately liquidate the said cash advance when no longer needed.

She shall be guided by all existing accounting and auditing rules and regulations in handling said cash advance.

All expenses to be incurred by Ms. Villanueva in connection with her designation shall be charged against 11-F Legal Service funds.

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

  
**ARMANDO A. DE CASTRO**  
Undersecretary

