



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

SPECIAL ORDER

No. 2005- 280

APR 11 2005

**SUBJECT : Designation of MS. ZENAIDA B. MUÑOZ, Chief,
Research and Statistics Division as Petty Cash Fund
Custodian for DENR Fund 101
(Statistical Services Funds)**

In the interest of the service and in order to facilitate the immediate payment of official transactions in connection with the day to day operations of the Research and Statistics Division, MS. ZENAIDA B. MUÑOZ, Chief of the said Division is hereby designated as Petty Cash Fund Custodian for DENR Fund 101 (Statistical Services Funds).

Ms. Muñoz shall be allowed to hold cash advance in an amount not exceeding Fifty Thousand Pesos (P50,000.00) to be broken down as follows:

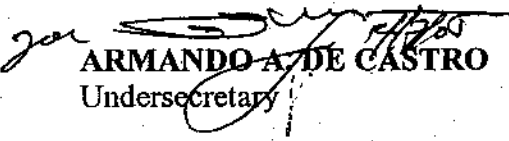
Supplies and Materials	755/765	20,000.00
Other Services	781/783	30,000.00

Said cash advance shall be charged against Statistical Services Funds to defray emergency needs for supplies and materials, miscellaneous expenses and other services subject to the availability of funds and the usual accounting and auditing rules and regulations.

As Petty Cash Custodian, she shall be guided by existing accounting and auditing rules and regulations regarding the handling of government funds entrusted to her by virtue of this Order.

No Petty Cash shall be granted unless the previous one has been liquidated or accounted for.

This Order shall be effective until December 31, 2005.


ARMANDO A. DE CASTRO
Undersecretary

