



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

FEB 04 2005

SPECIAL ORDER

NO. 2005- 80


SUBJECT : **DESIGNATING MS. MEMORIE JINGGY F. TOLEDO
AS PETTY CASH CUSTODIAN IN THE OFFICE OF
THE DIRECTOR, ADMINISTRATIVE SERVICE**

In the interest of the service, **Ms. Memorie Jinggy F. Toledo**, HRMO II is hereby designated as Petty Cash Custodian in the Office of the Director, Administrative Service, in addition to her present duties and responsibilities without additional compensation. MS. Toledo is authorized to hold cash advance to defray emergency needs for supplies and materials, miscellaneous expenses and other services in the total amount of Php Seventy Five Thousand Pesos (**P75,000.00**) with the following breakdown per object:

Object 07 (supplies & materials)	-	P 35,000.00
Object 29 (other services)	-	P 40,000.00

Said cash advance shall be replenished as the need arises, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Order shall be effective until further revoked.


ARMANDO A. DE CASTRO
Undersecretary
Management and Technical Services

