SPECIAL ORDER NO._____
Series of 2011

In the interest of the service, MS. DELIA A. LAUBAN, Administrative Officer IV, Central Records Division, is hereby designated as Special Disbursing Officer. As such, she is authorized to hold a cash advance in the amount of One Thousand Pesos (P1,000.00) to defray the expenses to be incurred for the publication of official issuances in the Office of the National Register (ONAR), UP Law Center and payment to the Mandaluyong Post Office for the incoming registered mails to POEA.

Said cash advance is subject to replenishment from time to time, subject to the availability of funds and in accordance to the usual accounting and auditing rules and regulations.

Mandaluyong City, 11 January 2011.

CARLOS S. CAO, JR.
Administrator