SPECIAL ORDER NO. 016
Series of 2012

In the interest of the service, Mr. ROBERTO P. DELA CRUZ, Computer File Librarian I, assigned at the Docket and Enforcement Division, Legal Research Docket and Enforcement Branch is hereby designated as Liaison Officer and is authorized to perform all duties and functions related to said designation.

As such, Mr. Dela Cruz is entitled to reimburse actual transportation expenses incurred in the performance of his official duties but not to exceed P2,000.00 per month subject to the availability of funds and to the usual accounting and auditing rules.

Further, he is authorized to take taxi rides as the exigency of his functions require.

For compliance.

Mandaluyong City, 3 January 2012.

HANS LEO J. CACDAC
Administrator