SPECIAL ORDER NO. 021
Series of 2013

In the interest of the service, MS. LOURDES A. LORENZO, Bookkeeper and MA. EVELYN G. RUPISAN, Administrative Officer IV, are hereby designated to perform liaisoning works with government agencies and other entities with whom this Administration has official and routine transactions. Mr. Marlon S. Valiña is hereby named as alternate Liaison to Ms. Lorenzo and Imelda Buensalido to Ms. Rupisan, respectively.

As such, Ms. Lorenzo, Ms. Rupisan, Ms. Buensalido and Mr. Valiña are entitled to reimburse actual transportation expenses incurred in the performance of their official duties but not to exceed PhP 1,000.00 each per month, subject to availability of funds and to the usual accounting and auditing rules and regulations.

Mandaluyong City, 03 January 2013.

ATTY. HANS LEO J. CACDAC
Administrator