SPECIAL ORDER NO. 155
Series of 2012

In the interest of the service, the following employees are hereby designated as Collecting Officer and Special Disbursing Officer of the following Satellite Offices:

1. MS. KAREN M. QUILAO - Region IV, Laguna
2. FERDINAND JOSE E. MERRERA - Region III, Pampanga
3. REX O. MARCOS - Region V, Bicol

As such the above mentioned Coordinators are authorized to hold a Petty Cash Fund in the amount of Five Thousand Pesos (P5,000.00) to defray miscellaneous and incidental expenses including the purchase of supplies and materials of the unit thereat.

The said Petty Cash Fund can be replenished from time to time, subject to the availability of funds and the usual accounting rules and regulations.

For compliance.

Mandaluyong City, 23 March 2012

HANS LEO J. CACDAC
Administrator