SPECIAL ORDER NO. 290
Series of 2012

In the interest of the service, ATTY. JOSEFINO N. NAVAL, Attorney VI, is hereby designated as Coordinator, POEA Satellite Office at Calamba, Laguna who shall oversee the over-all functions at the said Satellite Office effective 25 June 2012.

As such, Atty. Naval is further designated as Collecting Officer and Special Disbursing Officer who is 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.

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

This Order shall supersede all other issuances inconsistent thereto.

For strict compliance.

Mandaluyong City, 25 June 2012.

HANS LEO J. CACDAC
Administrator