SPECIAL ORDER NO. 453
Series of 2007

In the interest of the service, MR. REYNALDO L. TALAGTAG, Board Secretary, BMU, GSPD, is hereby designated as Special Disbursing Officer and is authorized to hold a cash advance in the amount of Thirty Thousand Pesos (P30,000.00), subject to replenishment, to defray emergency and petty expenses related to the purchases of supplies, materials and equipment not available in the storeroom, repair and spare parts of equipments and motor vehicle, other incidental expenses incurred for general and administrative services. Such expenses should not exceed One Thousand Pesos (P1,000.00), likewise purchases, repairs, and spare parts exceeding One Thousand Pesos (P1,000.00) done through shopping need at least three (3) price quotation from bona fide suppliers.

The cash advance is subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.

Mandaluyong City 24 September 2007

ROSALINDA DIMAPILIS-BALDOZ
Administrator