SPECIAL ORDER NO. 492
Series of 1997

In the interest of the service, MS. MA. CONCEPCION D. DACANAY, Records Officer II, of the Central Records Division is hereby designated as Liaison Officer of the Administration in different government and private offices.

As such, Ms. Dacanay is authorized to be reimbursed actual transportation expenses which shall be incurred in the performance of her official duties, subject to the usual accounting and auditing rules and regulations.

FELICISIMO O. JOSON
Administrator
Renato Lorenzo, driver, has been assigned at the Central Records Division for over a year. He takes charge of the responsibility of delivering communications (letters, parcels, packages) which are urgent in nature to different government and non-government offices within Metro Manila. In pursuance of his functions as such, he is assigned a motorcycle which he himself drives and maintains. Due to age and wear and tear, the subject motorcycle, as wont to happen, bogs down now and then. In the interval during repairs, requests for deliveries continue to pile at the Central Records. Most often, due to the urgent nature of these requests for delivery, Rene would go out of his way to dispatch them. This he does by commuting in public conveyances and spending personal fare money.

Pertinent to this, may we request that Rene be allowed to collect reimbursement of actual transportation expenses during times only when the motorcycle assigned to him gets out of order and until this could be roadworthy again.

It is earnestly hoped this request be given your kind consideration.

OLIVIA A. CABADING
Chief
Central Records Division

oac/crd/22