



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

September 23, 1980

ADMINISTRATIVE ORDER
No. 103 s. 1980

SUBJECT: Designation of Mrs. ADELDAIDA F. ARCHES as Collecting Officer in the Collection and Disbursement Section, General Services Division, Administrative Service.

In view of the exigency of the service, Mrs. ADELDAIDA F. ARCHES is hereby designated, effective October 1, 1980, as Collecting Officer on a full time basis in the Collection and Disbursement Section for all bureaus, offices, projects and programs under the Office of the Minister, and directed to perform related duties that may be deemed necessary. Accordingly, you are relieved of your duties as Disbursing Officer of the Field Operations, Office of the Minister, which will be handled by Mr. RUSTICO C. SANTOS, Cashier II.

Under this Order, you are hereby instructed to acquaint yourself with the provisions of Section 566 (letter e) no. 1 of the National Accounting and Auditing Manual and General Circular No. 130 dated June 16, 1975.

ENRIQUE M. GARCIA, M.D.
Minister of Health