



Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

September 5, 1977

SPECIAL ORDER)
No. 277 :
Series of 1977)

SUBJECT: Creating a Committee to Inventory all property (equipment, supplies, books and bound publications) of the Office of the Secretary and attached agencies, DNR.

Pursuant to Presidential Decree No. 461 dated May 17, 1977 & GAO General Circular No. 55 dated March 17, 1958, a committee to conduct an inventory of all properties of the Department of Natural Resources (equipment, supplies, books and bound publications, etc.) is hereby created to be composed of the following:

1. Atty. Leopoldo C. Dondiz - Chairman
2. Mrs. Julita B. de los Reyes - Co-Chairman
3. Mr. Benjamin A. Agua - Co-Chairman
4. Miss Luz Virtudazo - Member
5. Mr. Ernesto B. Jarabe - Member
6. Miss Magdalena Contarciego - Member (Typist)
7. Miss Mary A. Añonuevo - Member (Typist)
8. Miss Nilda Boniog - Member (Typist)
9. Mr. Rustico Fanoy - Member (Typist)
10. Mr. Tomas J. Acosta - Index Clerk
11. Miss Salud R. Mirano - Index Clerk
12. Mr. Ramon T. Escobar - Witness (Auditing)

The Committee herein above created shall take inventory physical or otherwise, and shall submit its report to this Office not later than December 31, 1977 of all properties, such as real property, equipments and supplies, books and bound publications of the Department proper including PACBAP, PCWID, FIDC, NRMC, FTCOG, NEPC, as well those acquired from NEDA, USAID, and those found at stations. The Committee shall undertake its physical verification activities in Quezon City, Greater Manila area and provinces where equipment acquired under DNR Special Activities are located.

The Committee shall see to it that all missing properties disclosed by the Committee are reported under the column "Shortage" including names of the officials responsible for such missing proper-

ties. Those properties found at station and other coverages not yet booked up should be properly indicated under the column "Overage" on the inventory report. In this connection, the officers responsible for such missing or lost properties should be appraised thereof, as soon as any such shortage is disclosed and demand be made for the Committee.

The members of the Committee are hereby relieved of their official duties in the afternoon to enable them to meet the deadline for submission of the inventory. They are requested to report immediately to the Chief, General Services Division, for further instructions.

This Order shall take effect immediately.

J. Antonio Aguenza
J. ANTONIO AGUENZA
Acting Assistant Secretary *JA*

RECOMMENDING APPROVAL:

Rosario B. Bernardez
ROSARIO B. BERNARDEZ
Assistant Staff Service Chief III
OIC, Administrative Service