



Republic of the Philippines  
Ministry of Natural Resources  
OFFICE OF THE MINISTER  
Diliman, Quezon City

1 July 1981

SPECIAL ORDER  
NO. 168  
Series of 1981

SUBJECT: Extension of the inventory committee to finish their work regarding physical inventory and transfer of equipment issued to bureaus and offices with MNR Special Project.

To enable this Ministry to submit its Annual Report of Inventory of Fixed Assets and to meet scheduled deadline for the submission of said yearly report pursuant to COA Circular No. 55 dated March 17, 1978 authority is hereby granted to the inventory committee involved under Special Order No. 45 dated February 24, 1981, to continue physical inventory and to officially transfer properties, furniture and office equipment acquired by the Ministry of Natural Resources and already issued to the four bureaus and its attached agencies with MNR-Special Projects, to update the Assets Accountabilities of the Ministry, Bureaus and Offices providing thereat for timely, accurate and meaningful report to Management.

The report of the Committee regarding preparation of Invoice Receipt of properties to effect transfer without cost to bureau and offices with MNR Special Projects are being rushed in view of the deadline given to the Ministry by the COA and the Bureau of Supply Coordination.

The Committee members shall therefore, coordinate with Project Managers, Project Officers and Project Leaders of the different MNR Special Projects. To facilitate effective and efficient inventory, the Committee members is likewise authorized to call any official or employee of the Regional Offices and different bureaus under the Ministry of Natural Resources for assistance and support.

A report shall be submitted to the Minister and/or Assistant Secretary on or before August 15, 1981.

Travels that may be needed in the performance of the above task shall be on official time and authority is hereby granted for payment of traveling expenses in accordance with COA Circular No. 127 dated November 27, 1971.

This order shall take effect immediately.

By Authority of the Minister:

  
J. ANTONIO AGUENZA

Acting Assistant Secretary

RECOMMENDING APPROVAL:

  
ALEJANDRO G. RODRIGUEZ  
Acting Chief, Administrative Service