



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

09 October 1985

SPECIAL ORDER
NO. 249
Series of 1985

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SUBJECT : Creating a joint Inventory Committee to conduct an 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.

Pursuant to the provision of section 641 and 645 of the Revised Administrative Code, authorizing the transfer of properties already issued by the Office of the Minister, MNR to the different bureaus, attached agencies and special projects, and as a follow-up activity of the MNR Inventory just concluded, a joint Inventory Committee is hereby created with the following members.

Julita B. delos Reyes	- MNR	Lisette Gamboa	- FAPMO
Ernesto B. Jarabe	- MNR	Bassanio Vargas	- BM
Magdalena Contarciego	- MNR	BL Central Office	
Ernesto Gervacio	- BFD	Property Section Representative	
Herminio Agravio	- BFD		
Rodolfo Santos	- BL	BM Central Office	
COA Representatives		Property Section Representative	
Gil Legasto	- BFAR		
Natividad Morales	- BFAR		
Rosauro Martinez	- BFAR		
Adelaida Aguirre	- NRMC		

The above Committee members shall coordinate in facilitating the accomplishment of the tasks assigned to them on or before December 30, 1985.

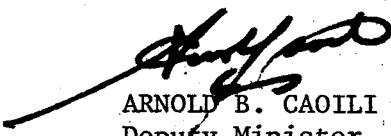
At the initial stage of preparing the Invoice-Receipts of Property, the Committee shall take inventory, physical or otherwise of all fixed assets, to property identify and segregate those equipment pertaining to MNR Special Projects.

To prepare the Invoice-Receipt of Property to effect the immediate transfer of the said properties.

To achieve such purpose, the Committee members are hereby authorized to travel and collect the necessary expenses including transportation and per diem chargeable against the appropriation of the respective Bureaus involved, subject to the availability of funds and usual accounting and auditing requirements.

The Committee is hereby directed to accomplish their tasks and to submit their reports according to deadline set herein.

This order shall take effect immediately.


ARNOLD B. CAOILI
Deputy Minister

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