

MINISTRY OF  
NATURAL RESOURCES

18 February 1985

SPECIAL ORDER

No. 52

Series of 1985

SUBJECT: CREATION OF A DISPOSAL COMMITTEE  
IN THE OFFICE OF THE MINISTER.

Pursuant to the provisions of Executive Order No. 888 authorizing Ministers and Heads of Ministries/Agencies to dispose of, their respective unserviceable equipment and disposable property, a Disposal Committee is hereby created and shall be composed of the following :

Ms. Rosario B. Bernardez - Chairman  
Ms. Lolita S. Marchadesch - Member  
(Auditor- COA Representative)  
Mrs. Mindaluz L. Stevens - Member  
(SCO Representative)

The Committee shall establish a standard operating procedure to govern its action and shall perform the following functions:

1. Inspect the unserviceable equipment and property within the Ministry to verify justification for disposal;
2. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
3. Recommend to the Minister for approval, the manner of disposal taking into consideration the pertinent provision of the Revised Administrative Code and the National Auditing Code;
4. Conduct public bidding for the sale of disposable property on an "AS IS", "WHERE IS" basis and to recommend corresponding award.

The representative of the Commission on Audit and the Bureau of Supply Coordination together with the COA Technical Staff specifically assigned to the Disposal Committee, shall be clad with full authority to make final decisions in behalf of their respective offices in the various committee deliberations.

In the discharge of their functions, the Committee shall be assisted by a Secretariat and Technical Staff to be composed of the following :

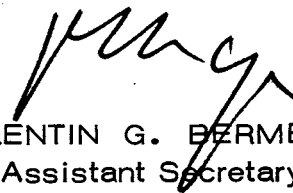
Mrs. Cresencia L. Olivar	- Head
Mr. Pedro Narvadez	- Member
Mr. Bernardo Gatdula	- Member
Mr. Alfredo Cruz	- Member
Mr. Edwin Barrientos	- Member
Mrs. Guillerma Alconis	- Member

The Secretariat shall handle all the Committee's technical and administrative matters as well as the safekeeping and systematic filing of committee documents and records.

The above mentioned personnel during the performance of their duties shall be allowed to claim reasonable transportation expenses chargeable against the funds of the Office of the Minister subject to the availability of funds and the usual accounting and auditing requirements.

This Order takes effect immediately and supersedes all previous orders and memoranda inconsistent herewith.

"FOR THE MINISTER"



VALENTIN G. BERMEJO, JR.  
Assistant Secretary for  
Personnel Management and Development