



## Republic of the Philippines

## **Ministry of Natural Resources**

Visayas Avenue, Diliman, Quezon City, Metro Manila

SPECIAL ORDER NO. <u>54</u> SERIES OF 1987

SUBJECT

CREATION OF A COMMITTEE TO CONDUCT INVENTORY
OF ALL PROPERTIES (EQUIPMENT, FURNITURES,
SUPPLIES AND SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTY) OF ALL FAP'S PROJECT UNDER
THE OFFICE OF THE SECRETARY

In the interest of the service and in order to determine the properties of all FAP's (CUP, PIADP & FMIS) under the Office of the Secretary. This committee is herey created to conduct an inventory of all properties, as indicated above. It shall be composed of the following:

1. Property & Supplies Section/Representative - Chairman 2. Accounting Division/Representative - Member 3. Office of the Auditor/Representative - Member 4. FAPMO/Representative - Member 5. Support Staff - Member

The Committee shall prepare a consolidated inventory report per Project component in the prescribed government forms and accordance with existing accounting and auditing procedures.

All expenses to be incurred in the performance of duties shall be chargeable against the Foreign-Assisted Projects Management Office (FAPMO) funds.

This order takes effect immediately.