



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

MAR 14 1989

SPECIAL ORDER NO. 248 Series of 1989

SUBJECT: Creating a Property and Equipment Disposal Committee pursuant to Executive Order NO. 888 dated March 18, 1983 as amended by Executive Order No. 285 dated July 25, 1987 at the Department Proper and its Staff Bureaus.

In the interest of the service and pursuant to Executive Order No. 888 dated March 18, 1983 as amended by Executive Order No. 285 dated July 25, 1987 the membership of the Disposal Committee is hereby amended as follows:

- Administrative Service Chief - Chairman
- Chief, General Services Division - Member
- Dept. of Budget & Mgt. Representative - Member
- Resident COA Auditor/Representative - Member

The Committee shall establish a mechanism to guide its disposal process following existing auditing regulations. It shall perform the following functions:

1. Inspect/evaluate unserviceable equipment and properties within the Department to verify justifications for disposal;
2. Set the final appraised value of all disposable properties considering obsolescence, market demand, physical condition and result of previous biddings for similar properties;
3. Recommend to the Secretary for approval, the manner of disposal taking into consideration the pertinent provisions 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, together with the COA Technical Staff specifically assigned to the Property and Equipment Disposal Committee, shall be invited to participate in all meetings to make the Committee recommendations final.

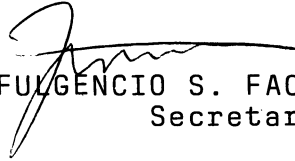
However, when properties/equipments of the Staff Bureaus are to disposed then the Chief of the bureaus' Administrative Services and the bureaus' COA Auditors will sit as members of the Committee.

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

1. Ernesto B. Jarabe
2. Cynthia Rañola
3. Juanito Munsayac
4. Norma Hernandez

The Secretariat shall handle the Committee's technical and administrative matters and shall be responsible for safekeeping and systematic filing of committee documents.

This Order shall take effect immediately and shall revoke all orders/memoranda inconsistent herewith.

  
FULGENCIO S. FACTORAN, JR.  
Secretary