



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

15 February 1993

SPECIAL ORDER
NO. 289
Series of 1993

Subject: **CREATION OF AN INVENTORY AND DISPOSAL
COMMITTEE, DEPARTMENT PROPER**

In the interest of the service and in order to have a systematic and timely inventory and disposal of all waste materials (i.e. spare parts, equipment, supplies, furnitures, vehicles and others), an Inventory and Disposal Committee is hereby created to be composed of the following:

ASEC Manuel E. Gonzalez	-	Chairman
Ms. Victoria O. Orara	-	Vice-Chairman
Mr. Ivene D. Reyes	-	Member
Mr. Angelito V. Fontanilla	-	Member
Ms. Milagros C. Castro	-	Member
COA Representative	-	Member
DBM Representative	-	Member

The Committee shall convene as soon as possible and establish standard operating procedures to govern its action and shall perform the following functions:

1. Inspect unserviceable equipment and property and conduct inventory of waste materials of the Department to verify justification for disposal;
2. Set the final appraised value of all disposable property taking into consideration factors of obsolescence, market demand, physical condition and result of previous biddings of similar property;
3. Recommend the manner of disposal that will be most advantageous to the Department;
4. Conduct public bidding for the sale of disposable property on an "AS IS" and "WHERE IS" basis and to recommend and prepare for proper signature, the corresponding award;
5. The Committee can seek the assistance of any or all instrumentalities of the DENR in pursuit of its functions.

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

Mr. Jose B. Ramos	-	Head
Mr. Mario B.R. Contreras, Jr.	-	Member
Mr. Bibiano Miranda	-	Member
Mr. Danilo Maramot	-	Member

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

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


ANGEL C. ALCALA
Secretary

MD:FMS
jet/voo