



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAR 02 1995

SPECIAL ORDER NO. 202
Series of 1995

SUBJECT: Creating a Team to Develop the DENR Equipment Management System (EQUIPS)

Pursuant to DAO No. 1, series of 1988, the General Services Division (GSD) is mandated with managing the equipment resource of the Department. The MISD, on the other hand, is responsible for designing and developing an effective system to enable GSD to manage the Department's equipment resources. In support of this vital administrative function, a project team is hereby created to develop the DENR Equipment Management System, heretofore known as EQUIPS.

Objective

The objective of the project is to enable GSD in particular, and DENR management in general, to determine at any given time the whereabouts and condition of equipment and to manage employee accountability for these resources.

Scope

The EQUIPS project shall involve the following aspects of equipment management:

1. Relief of property accountability (for stock and transfer to another person)
2. Memorandum Receipt (MR) issuance
3. Transfer of accountability between agencies
4. Monitoring of equipment loss and/or damage

Expected Output

To meet the above-mentioned objective, there should be in place by the end of July 1995 an information system composed of:

- Delineated roles of people involved in equipment management
- Agreed-upon standard operating procedure (SOP) under the direct supervision of the GSD
- Computer hardware
- Application programs and related documentation

Team Composition

The development team shall be a composite group of MISD and GSD staff and shall report to the Director for Administrative Services.

MISD

The primary task of the MISD is to spearhead and facilitate the process of designing and developing a computerized information system to achieve the desired objective.

1. Emmanuel A. Miraflores - Project Coordinator
2. Evelyn Rasco - Systems analyst
2. Yul Jose F. Malicsi - application programmer
3. Jorge Balan, Jr. - application programmer
4. Ricardo Cruz, Jr. - I.S. researcher

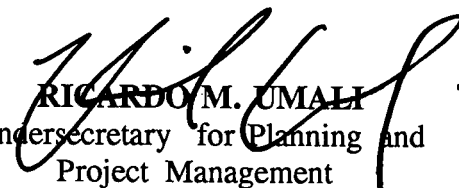
GSD

The GSD, being the unit primarily tasked with equipment management, is the direct beneficiary and principal end-user that will implement the system. As such, they shall provide working knowledge on the function of equipment management during the design phase, and will use the system on a regular basis.

4. Angelito Fontanilla - Chief, GSD
5. Celso Bautista - Property Section Chief
6. Any GSD representative as needed

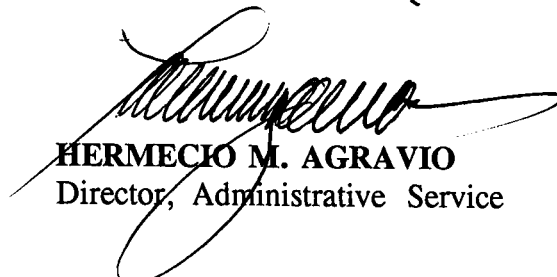
Effectivity

This Order shall take effect immediately and remain in effect until expected project completion, unless delayed for unavoidable reasons. Project completion shall be formally indicated with the submission of a final status report.


RICARDO M. UMALI
Undersecretary for Planning and
Project Management

Recommending Approval:


ERIBERTO C. ARGETE
Director, PPSO


HERMECCIO M. AGRAVIO
Director, Administrative Service

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