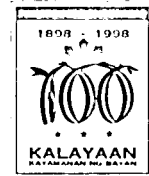




Republic of the Philippines
Department of Environment and Natural Resources
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FEB 10 1997

SPECIAL ORDER

97- 149

SUBJECT: COMMITTEE, DEPARTMENT PROPER CREATION OF AN INVENTORY AND DISPOSAL

Pursuant to Executive Order No. 309, reconstituting the disposal Committee and to have systematic and timely inventory/disposal of all waste materials such as spare parts, equipment, supplies, furniture and others, an Inventory and Disposal Committee is hereby created to be composed of the following:

ASEC for Management Service	-	Chairman
Director, Administrative Service	-	Vice-Chairman
Chief, Accounting Division	-	Member
Chief, General Services Division	-	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 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 the Department;
4. Conduct public bidding for the sale of disposable property on and "AS IS" and "WHERE IS" basis and to recommend and prepare for proper signature, the corresponding award; and
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. Celso L. Bautista	-	Head
Mr. Bibiano Miranda	-	Member
Ms. Cristina Reyes	-	Member
Ms. Teresita Amog	-	Member
Ms. Zenaida Gutierrez	-	Member
Ms. Elvira Caparas	-	Member

The Secretariat shall handle all the Committee's technical and administrative matters as well as the valuation of lots of disposal, recommend transfer with cost to vocational institutions, etc., safeguarding and systematic filing of documents and records.

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


VIRGILIO Q. MARCELO
Acting Secretary