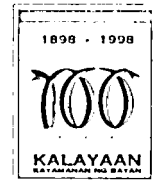




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos.: (632) 97-66-26 to 36; (632) 97-70-41 to 43



SPECIAL ORDER)  
No. 97-33  
SERIES OF 1997 )

JAN 15 1997

SUBJECT : Re-assignment of some GSD Personnel to the Warehouse Unit, Procurement Section.

In the interest of the service and to establish proper systems and procedures in warehousing, the following personnel are hereby assigned to man the Warehouse Unit and to hold office thereat:

1. Mr. Raymundo Refugio - Unit Chief
2. Mr. Manuel Gingco - Stock cards/Inventory
3. Mr. Efren Quiray - Stock cards/Inventory
4. Mr. Eduardo Meriel - Stock cards/Inventory

As such they shall perform Warehousing duties enumerated as follows:

1. The Unit Chief shall:
  - a. exercise over-all supervision of the unit; and
  - b. report directly to the Chief, Procurement Section;
2. The Staff shall:
  - a. Update stock cards for 1996 and backward to correct discrepancies noted by COA;
  - b. Receives and records supplies/materials in the stock cards beginning 1997;
  - c. Maintain folders of all Procurement Documents to include the following RIV, Approved P.O., Delivery Receipts, Inspection Reports and Withdrawal from the Stock RIV;
  - d. Ensure that all equipment and semi-expandable materials are properly MR'ed and tagged with Inventory Stickers (in coordination with Property Section) before any issuances are done; and
  - e. Maintain an order orderly stockroom all supplies and materials should be stocked/organized properly.

This Order takes effect immediately and cancels all previous memorandum inconsistent herewith.

ERLINDA P. MARIAN

OIC, Office of the Assistant Secretary  
for Management Services