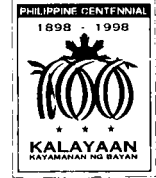




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



APR 3 0 1997

SPECIAL ORDER
NO. 97-506

SUBJECT : CREATION OF AN INVENTORY TEAM
FOR NATIONAL TRAINING CENTER,
CARANGLAN, NUEVA ECIIJA.

In the interest of the service and to update the Records and Inventory of all the Properties of THE NATIONAL TRAINING CENTER in CARANGLAN, NUEVA ECIIJA an Inventory Team is hereby, created and complemented by the following personnel:


BIBIANO MIRANDA , GSD ----- TEAM LEADER
OSCAR VILLAS, GSD ----- MEMBER
ALEXIS CAAYO , HRDS, ----- MEMBER
COA REPRESENTATIVE FROM REGION 3

The Inventory team shall conduct a complete Inventory of all Properties, Equipment, and Facilities thereat.

The Team upon completion of Inventory shall submit to the Chief, General Services Division an Inventory report, in five (5) copies which would include all pertinent documents such as Memorandum Receipts, Deed of Donation and Property Replacement fund for Insurance to GSIS.

All expenses to be incurred by the team shall be charged to HRDS appropriation/allotment subject to the usual Government Accounting and Auditing rules and Regulations.

This Order take effect immediately and shall remain in force until the completion of the task.


ERLINDA P. MERAM
OIC, Assistant Secretary for
Management Services