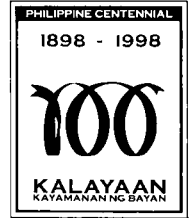




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAY 07 1997



SPECIAL ORDER

No. 97 - 524

**SUBJECT : INVENTORY OF PROPERTIES AND EQUIPMENT OF THE
CONSERVATION OF PRIORITY PROTECTED AREAS
PROJECT (CPPAP)**

In the interest of the service and in order to have a comprehensive recording of all properties and equipment acquired by the Conservation of Priority Protected Areas Project (CPPAP) including those goods deployed to the Regional/PENR Offices, an Inventory Committee is hereby created to be composed of the following personnel:

- | | | |
|-------------|---|---|
| Team Leader | - | Representative, General Services Division |
| Members | - | Representative, Admin/Finance Unit,
IPAS-CPPAP-PCU Office |
| | - | Representative, Finance and Management Division |
| | - | Representative, Accounting Division
Representative, Concerned Regions/PENROs |
| | - | Representative, Concerned Regions/PENROs |

The above Committee is tasked to undertake the following activities:

1. conduct physical inventory of all equipment procured by the IPAS-CPPA Project;
2. coordinate with the Regions/PENROs regarding the proper booking and transfer of equipment;
3. facilitate the issuance of Invoice and Memorandum Receipts of all equipment and properties acquired by the Project; and
4. submit reports to the undersigned, copy furnished the IPAS-CPPAP Director and concerned Regions/PENROs.

The Committee is entitled to reasonable traveling expenses chargeable against IPAS-CPPAP funds subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately.


ANTONIO G.M. LA VIÑA
Acting Secretary