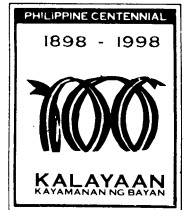




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 16 1999



DENR SPECIAL ORDER
NO. 99- 156

SUBJECT: **CREATING TEAMS TO CONDUCT INVENTORY OF ALL PROPERTIES/ASSETS OF DENR PROCURED UNDER THE ENR-SECAL PROGRAM**

1. In the interest of the service and in order to facilitate the recording/entry in the book of accounts (JV) of all properties/assets of the DENR procured under the ENR-SECAL PROGRAM prior to program completion scheduled on December, 1999, teams are hereby created composed of the following personnel to conduct inventory of all properties/assets procured under the ENR-SECAL Program:

Luzon Team:

- | | | | |
|----|---------------------------|---|----------------------------|
| 1. | Emily A. Taeza | - | PMO, ENR-SECAL |
| 2. | 1 Regional Representative | - | Region 1, 2, CAR, NCR, R-4 |
| 3. | 1 COA Representative | - | Region 1, 2, CAR, NCR, R-4 |

Visayas/Mindanao Team:

- | | | | |
|----|---------------------------|---|-------------------------|
| 1. | Arnie B. Zaragosa | - | PMO, ENR-SECAL |
| 2. | 1 Regional Representative | - | Regions 7, 8, 9, 10, 13 |
| 3. | 1 COA Representative | - | Regions 7, 8, 9, 10, 13 |

Alternates:


- | | | | |
|----|----------------------|---|----------------|
| 1. | Henry Mandocdoc | - | PMO, ENR-SECAL |
| 2. | Merceditha F. Medina | - | PMO, ENR-SECAL |

2. The teams may request the assistance of any personnel/staff to help in the said inventory.

3. They are likewise authorized to claim traveling expenses and per diems chargeable against ENR-SECAL funds, subject to availability of funds and existing accounting and auditing rules and regulations.

4. The teams shall submit a report of inventory and memorandum receipts (MRs) to the General Services Division, DENR, copy furnished the Accounting Division, for booking/entry in the book of accounts (JV) of the DENR.

5. This Order takes effect immediately and supersedes any order inconsistent herewith.


RAMON J.P. PAJE
Undersecretary for Environment and
Programs Development

RECOMMENDING APPROVAL:


ROMEO T. ACOSTA
Program Director, ENR-SECAL
And Head, CBFMO