



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



MAY 04 1999

**SPECIAL ORDER**

No. 99- 478

**SUBJECT : DESIGNATING SOME ADDITIONAL DENR  
PERSONNEL AS PROPERTY CUSTODIAN OF THEIR  
RESPECTIVE OFFICES.**


In the interest of the service and in order to ensure the proper use, accounting, and effective control of all DENR properties, the following additional personnel are hereby designated as Property Custodian of their respective offices:

<u>OFFICE</u>	<u>PROPERTY CUSTODIAN</u>
ASEC for Legislative & Local Government Affairs	ANASTACIO CARABIAG
Accounting Division	ALICIA MALINLIN

As such, they shall perform the following functions:

1. Assist/Coordinate with the General Services Division all matters pertaining to supply and property;
1. Assist the Property Section in the conduct of annual property inventory;
3. Shall be primarily responsible in the accounting, monitoring and safeguarding of government equipment, furniture and fixture within their respective offices; and
2. Report to the Property Section, GSD, movement, transfer, damages or losses of equipment, furniture and fixture assigned to their respective offices.

This **Order** shall take effect immediately and shall remain in force until revoked.

  
**ADRIANO B. NAVA, JR.**  
Asst. Secretary for Management Services