



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**SPECIAL ORDER**  
No. 2001 - 465

AUG 28 2001

**SUBJECT: RECONSTITUTING AN INVENTORY AND  
DISPOSAL COMMITTEE IN THE DEPARTMENT  
PROPER**

Pursuant to Executive Order No. 309, the Inventory and Disposal Committee is hereby reconstituted in the Department Proper to effect a systematic and timely inventory/disposal of all waste materials such as spare parts, equipment, supplies, furniture and others, with the following members:

Asec for Finance & Management Services	-	Chairman
Director, Administrative Service	-	Vice Chairman
Chief, Accounting Division	-	Member
Chief, General Services Division	-	Member
Chairman, Inspection & Acceptance Committee	--	Member

The Committee shall convene as soon as possible and establish standard operating procedures to govern its action and shall perform the following functions:

1. Inspect unserviceable equipment and property and conduct inventory of materials in the Department to verify justification for disposal;
2. Set the final appraised value of all disposable property taking into consideration factors of obsolescence, market demand, physical condition and result of previous bidding of similar property;
3. Recommend the manner of disposal that will be most advantageous to the Department;
4. Conduct public bidding for the sale of disposable property on and "AS IS and "WHERE IS' basis and to recommend and prepare for proper signature, the corresponding award; and
5. The Committee can seek the assistance of any official/employee of the DENR in pursuit of its functions.

In the discharge of its functions, the Committee shall be assisted by a Secretariat and Technical Staff to be composed of the following:

Head :	Mr. Bibiano Miranda	-	GSD
Members :	Ms. Zenaida V. Gutierrez	-	GSD
	Ms. Teresita Amog	-	GSD
	Ms. Fancy M. Leones	-	MGT. DIV.
	Ms. Cristina Reyes	-	GSD
	Mr. Guillermo Estipona	-	GSD
	Mr. John Reburiano	-	GSD

The Secretariat shall handle all the Committee's technical and administrative matters as well as the valuation of disposal of properties by lots, recommend to the Disposal Committee the transfer with or without cost to vocational institutions, etc., safeguarding and systematic filing of documents and records.

This Order takes effect immediately and supercedes all previous order and memoranda inconsistent herewith.



**HEHERSON T. ALVAREZ**  
Secretary