



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER
No. 2001 - 477

AUG 30 2001

**SUBJECT : CREATION OF THE DENR CENTRAL OFFICE
INVENTORY TEAMS.**

In the interest of the service and in order to up-date records and to attain effective control of government properties at the DENR Proper, the 2001 Physical Inventory Teams are hereby created to be composed of the following personnel:

TEAM COMPOSITON

AREA OF ASSIGNMENT

Bibiano Miranda
Cristina Reyes
Lita Aldave/Rosie Jundarino

LIUCP, HRMS, Records & Doc.
Division, ADMP/CBMFO-ISF/
MMRALBC; Personnel Division

Bibiano Miranda
Teresita Amog
Eduardo Meriel

OSEC, Conference & War Rooms,
UERD, Usec for Environment &
Reserach, Usec for Field Ops &
War Room, Usec for Legal Affairs
IECP, EMS/MEIP & HEA, TEXT DENR

Bibiano Miranda
Mauricio Amorin
Rosie Jundarino/Lita Aldave

PTWRMO; CARP; MMAQSIDP & WRDP
NIPAP

Bibiano Miranda
Perpetua Manalili
Lita Aldave/Rosie Jundarino

PAO, Library, POP-IEC, Dark Room
NFDO, SCO (Off. Of the Director & Staff)
(Division's concerned) and SAID.

Bibiano Miranda
Erlinda Poyatos
Lita Aldave/Rosie Jundarino

PPSO (Divisions concerned)
FASPO Director & Staff Office
(Division's concerned) and Asec for
Planning and Policy Studies.

Bibiano Miranda
Oscar Villas
Eduardo Meriel

FMS, Accounting, Budget, Mgt.
Division, COA, CEP,
ERDB, DENREU, PIADP, IAS,
Admin. Service Office, Lobby.

Bibiano Miranda
Josefina Rebusa
Rosie Jundarino/Lita Aldave

GSD, Medical & Dental, NRMP
Cashier, Radio & Telephone, Stockroom
Asec for finance & Mgt. Services
& Staff, conference Rooms
Civil Service Field office and
OMBUDSMAN; NRMP-IISE; NRMP-CRMP.

Zenaida V. Gutierrez
Noel E. Ho
Lita Aldave/Rosie Jundarino

LAMP, Manila Bay Env. Project,
Legal Service and concerned divs.

Zenaida V. Gutierrez
Noel E. Ho
Josefina Rebusa

ARCBC (Los Banos Laguna)

All Inventory Teams shall be responsible for the following:

1. Conduct physical inventory of all properties, equipment and semi-expendable materials;
2. Identification of actual user/s of every property;
3. Attachment of the official stickers on each properties/equipment;
4. Verification of acquisition cost of all equipment/property per M.R.;
5. Prepare total cost of equipment/item per division;
6. Identification of property according to priority as follows:
 - a.) Red Stickers - Priority No.1 (in case of emergency all this equipment must be brought out first.
 - b.) Green Stickers - Priority No.2
 - c.) Yellow Stickers - Priority No.3
7. Accomplish the Inventory Form;
8. Encode final inventory report, duly edited and double checked; and
9. Submit inventory reports witnessed the COA Representative.

All inventory teams shall be provided with existing inventories of all equipment and properties assigned to each Office/Service/Division/Project for reference. Designated Property Custodians of each Office/Service/Division/Project shall assist the inventory Teams.

Likewise, all teams are authorized to enjoin the cooperation and support of any officials/employee to locate and identify properties,

The above Inventory Teams are authorized to render overtime service in accordance with the Memorandum Circular No. 2001-12 dated July 02, 2001.

All expenses to be incurred in this activities shall be charged against DENR funds subject to Accounting and Auditing law, rules and regulations.

Each team shall submit to the OIC Chief, General Services Division inventory reports on/or before December 29, 2001.

This Order shall take effect immediately.


HEHERSON T. ALVAREZ
Secretary