



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

DENR SPECIAL ORDER
No. 2002- 768

SEP 24 2002

SUBJECT: **CREATION OF A COMMITTEE TO OVERSEE THE TRANSFER OF THE PROVINCE OF AURORA TO REGION III**

Pursuant to Executive Order No. 103 dated 17 May 2002 and Memorandum Circular No. 2002-07 dated 28 August 2002, a Committee is hereby created to oversee the transfer of the province of Aurora to Region III to be composed of the following:

ARED for Administrative Services of REGION III	Chair
ARED for Administrative Services of Region IV-A	Co-chair
Administrative Officer of REGION III	Member
Administrative Officer of Region IV-A	Member
Regional Planning Officer of Region III	Member
Regional Planning Officer of Region IV-A	Member

The Committee shall be responsible for the immediate and orderly transfer of personnel and resources of the province of Aurora including those of the CENROs and other field offices thereat. In the conduct of the said transfer, the Committee shall specifically undertake the following:

1. Conduct an inventory of all personnel, equipment, supplies and other properties of the province, to be witnessed by the respective Auditors, i. e., Province of Aurora and Region III. The said report must be certified correct by the members of the committee and approved by the Regional Executive Director of Region III to be submitted to the Secretary thru the Undersecretary for ENR Operations.
2. In the event of transfer of property from one accountable officer to another, an inventory thereof shall be taken jointly by the outgoing and incoming officers, and a receipt thereof accomplished by both on the basis of such inventory.
3. The DENR Regional Office shall assume full responsibility for all the transferred personnel, assets and liabilities and shall see to it that the turnover of all employees, assets and liabilities shall be completed within thirty (30) days from the issuance of this order.

4. All DENR Aurora province personnel shall be required to clear themselves of money and property accountabilities from their previous station.
5. Insure that funds of affected provincial and field offices/units shall be transferred to the new region.
6. The committee shall submit its report to the RED concerned who in turn shall report to the Secretary thru the Undersecretary for ENR Operations for record and information.
7. Perform other necessary activities to ensure proper and effective transfer of Aurora to Region III and other tasks that may be assigned by higher authorities.



HEHERSON T. ALVAREZ
Secretary

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