



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100  
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



**SPECIAL ORDER**  
**No. 2002 - 812**

OCT 08 2002

**SUBJECT : CREATION OF THE DENR CENTRAL  
OFFICE INVENTORY TEAMS AND  
AUTHORITY TO RENDER OVERTIME  
SERVICES**

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 2002 Physical Inventory Teams are hereby created to be composed of the following personnel:

**Team Composition**

**Area of Assignment**

Bibiano C. Miranda  
Cristina H. Reyes  
Mauricio R. Amorin/Lita Aldave

HRMS (Includes Hostel),  
Records and Documents Division,  
Personnel Division, ADMP,  
CBFMO/ISF, ENR Academy, CHARM

Zenaida V. Gutierrez  
Noel E. Ho  
Evelyn Bandolin/Rosie Jundarino

LAMP PMO, LAMP Prototype Imp. 1,  
LAMP Prototype Implementation 2,  
Manila Bay Env. Project,  
ICRI/PMSEA, ECOGOV,  
Legal Service & Concerned Divisions

Bibiano C. Miranda  
Rosie Jundarino  
Evelyn Bandolin/Fely Nuesca

PTWRMO, CARP  
MMAQSIDP & WRDP, CASHIER  
Administrative Service

Teresita C. Amog  
Evelyn Bandolin  
Lita Aldave/Eduardo Meriel

OSEC, HEA Conference, War Rms.,  
UERD, Usec for Environment & Res.,  
Usec for Field Ops., & War Room,  
Usec for Legal Affairs, IECP,  
Usec Sanchez, EMS/MEIP

Bibiano C. Miranda  
Perpetua Manalili  
Lita Aldave

SCO Director and Staff, SAID,  
PAO, IEC, Dark Room, Library,  
NFDO

Bibiano C. Miranda  
Erlinda C. Poyatos  
Rosie Jundarino

PPSO (Divisions concerned & ASEC)  
FASPO Divisions concerned,

Bibiano C. Miranda  
Josefina A. Rebusa  
Evelyn Bandolin

GSD (Including Radio & Tel. Comm.,  
Stock Room), Medical & Dental, CSC,  
NRMP, CRMP, DAI, Ombudsman,  
ASEC for FMS, Conference Room

*Let's Go Green!*

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**Team Composition**

Bibiano C. Miranda  
Oscar O. Villas  
Eduardo Meriel

Mauricio R. Amorin  
Eduardo Meriel

**Area of Assignment**

Accounting Division, Budget Division,  
Management Div., COA, ERDB, CEP,  
FMS (Director & Staff), DENREU,  
Administrative Service, Lobby

List of DENR Vehicle,  
DENR Buildings & Bldgs. Structures

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. Accomplish the Inventory Form.
7. Encode final Inventory Report duly edited and double checked, and
8. Submit inventory reports.

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 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 services not to exceed forty (40) hours.

All expenses to be incurred in these 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 28, 2002.

This Order shall take effect immediately.

  
HEHERSON T. ALVAREZ  
Secretary

OCT 08 2002