



Republic of the Philippines  
 Department of Environment and Natural Resources

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JUN 02 2003

**SPECIAL ORDER**

No. 2003- 413

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

In the interest of the service and to comply with Executive Order No. 309, the DENR Inventory and Disposal Committee is hereby reconstituted:

- |                                     |   |               |
|-------------------------------------|---|---------------|
| Undersecretary ROLANDO L. METIN     | - | Chairman      |
| Director RAMON M. EZPELETA          | - | Vice-chairman |
| Chief ELVIRA S. CAPARAS             | - | Member        |
| OIC Chief CELSO L. BAUTISTA         | - | Member        |
| Mr. ERNESTO B. JARABE               | - | Member        |
| Representative from End-user Office | - | Member        |

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

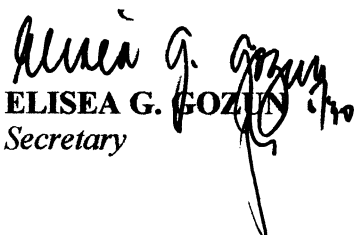
1. Inspect unserviceable equipment/property and conduct inventory of materials to verify justification for disposal;
2. Set the final appraised value of all disposable property taking into consideration factors of obsolescence, market demand, physical condition and result of previous bidding of similar 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 an "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 composed of the following:

- |                          |   |                |
|--------------------------|---|----------------|
| Mr. Bibiano Miranda      | - | Head           |
| Engr. Guillermo Estipona | - | Assistant Head |
| Ms. Zenaida Gutierrez    | - | Member         |
| Teresita Amog            | - | Member         |
| Fancy Leones             | - | Member         |
| Cristina Reyes           | - | Member         |
| John Reburiano           | - | Member         |

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

This Order takes effect immediately and supersedes all previous orders and issuances inconsistent herewith.

  
**ELISEA G. GOZUN**  
 Secretary