Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43

MAR 2 3 2004

SPECIAL ORDER
No. 2004 - 2&c

SUBJECT : **CREATION OF AN INVENTORY TEAM TO CONDUCT PHYSICAL INVENTORY OF ALL OFFICE EQUIPMENT AND PROPERTIES OF CPPAP**

In the interest of the service and in consonance with DENR Memorandum Circular No. 2004 – 14 dated 14 July 2000, an inventory team is hereby created to be composed of the following DENR/COA personnel:

TEAM No. 1
(Project/Area of Coverage: MT. APO, MT. KITANLAD, SIARGAO & AGUSAN MARSH)
(Target Date: April 12 to May 5, 2004)

1. ADOR R. BARROS	- GSD	– Team Leader
2. ANDREA RAMOS/Alternate	- Acctg. Div.	– Member
3. EDGARDO SANIEL/Alternate	- FASPO	- Member
4. ELMER CORPUZ/Alternate	- PAWB	- Member
5. COA Representative		

TEAM No. 2
(Project/Area of Coverage: BATANES, NORTHERN SIERRA MADRE, BATAAN, APO REEF & MT. KANLAON)
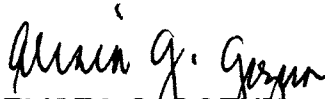(Target Date: April 12 to May 5, 2004)

1. CRISTINA REYES	- GSD	- Team Leader
2. FELIX CALUNGCAGIN/Alternate	- Acctg. Div.	- Member
3. JOSELITO CASTILLA/Alternate	- FASPO	- Member
4. RANDY MABANA/Alternate	- PAWB	- Member
5. COA Representative		

The Inventory Team shall be primarily tasked to conduct physical inventory of all equipment and properties of the CPPAP and determine their conditions before their proper turn-over/booking in the Department Books of Account. The team is hereby authorized to request assistance from the field offices and call on any project personnel to do the same.

The team shall render an inventory with their findings and recommendations to the undersigned through the Assistant Secretary for FAPS within ten (10) days upon completion of this inventory. The Team is authorized to claim traveling expenses chargeable against DENR Funds subject to the usual accounting and auditing rules and regulations.

This order takes effect on the date and purpose specified herein.

ELISEA G. GOZUN
Secretary

Let's Go Green!