



**DENR Special Order**  
No. 2004- 04

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

JAN 15 2004

**SUBJECT: Creation of Composite Inventory Team to Conduct Physical Inventory Cum Validation of Transferred Equipment and Goods from DENR Central Office to DENR-RXII and BFAR-ARMM under the World Bank-assisted MRDP – Coastal and Marine Biodiversity Conservation (CMBC) Component, GEF Trust Fund Grant No. 023302-PH**

In the interest of the service and in order to ensure that the project-acquired goods and equipment are properly accounted and transferred to the intended project areas in Paril-Sangay, DENR-RXII and Bongo Island, BFAR-ARMM under the MRDP – Coastal and Marine Biodiversity (CMBC) Component, a Composite Inventory Team is hereby created to conduct the physical inventory cum validation of all MRDP-CMBC acquired assets and properties on January 14-16, 2004 and shall be composed of the following personnel:

1. Mr. Bibiano C. Miranda - Team Leader  
General Services Division, DENR CO
2. Ms. Elvira S. Caparas and/or Alternate - Member  
Accounting Division, DENR CO
3. Mr. Vicente P. Javier, Jr. and/or Alternate - Member  
Project Accounts and Management  
Division (PAMD)-FASPO, DENR CO
4. Mr. Johnny L. Pangod and/or Alternate - Member  
DENR, Region-XII
5. Mr. Nilo S. Katada and/or Alternate - Member  
BFAR-ARMM; and
6. One (1) representative as witness each - Member  
from COA-RXII and COA-ARMM Offices

Upon completion of the assigned task, the Composite Inventory Team shall submit copies of consolidated physical inventory and validation reports including the distribution plan for each of the participating project implementing units (PIUs) to the Office of the Secretary (OSEC), FASPO, DENR-RXII/BFAR-ARMM and the World Bank. Said reports shall be the basis of the DENR Central Office to drop these properties from its Book of Accounts and subsequently issue the required Journal Entry Voucher (JEV) to DENR-RXII for booking and recording purposes.

It is understood that all expenses to be incurred in relation to the conduct of the inventory/validation works shall be charged against the MRDP-CMBC funds subject to the existing government accounting and COA rules and regulations.

This Order shall take effect immediately and shall be enforced until the project termination on June 30, 2005 unless otherwise revoked in writing.

*Elisea G. Gozun*  
**ELISEA G. GOZUN**  
Secretary

**Let's Go Green**