



Republic of the Philippines
Department of Environment and Natural Resources

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FEB 02 2004

SPECIAL ORDER
No. 2004 53

**SUBJECT : CREATION OF DENR CENTRAL OFFICE
INVENTORY TEAMS**

In the exigency of the service and in order to up-date records and to attain effective control of government properties at the DENR Proper, the Inventory Teams are hereby created to be composed of the following personnel:

TEAM COMPOSITION

Bibiano C. Miranda
Cristina Reyes
Ellen Saavedra
CBFMO/ISF

Zenaida Gutierrez
Noel Ho
Rommel Balilla/Elizalde Saldivar

Teresita Amog
John Reburiano
Genaro de Jesus/Ofelia Bonquin

Noel Ho
Eduardo Meriel
Rolly Almoradie

Perpetua Manalili
Lamberto Ramos
Lita Aldave

Bibiano C. Miranda
Josefina Rebusa
Gianina Agir

Bibiano C. Miranda

AREA OF ASSIGNMENT

HRMS, Hostel, Canteen, Records &
Documentation Division, Personnel
Division, ADMP,

LAMP PMO, LAMP PI-02
LAMP PI-01
Manila Bay Environment Project

OSEC, HEA, Conference/War Rms.
Office of all USEC except Mgnt.
Technical Services

Legal Service Director & Staff
and All Divisions concerned

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

GSD, All sections/units except
Cashier, Medical & Dental, CSC
Ombudsman, NRMP/Ecogov, USEC
for Mgnt. & Technical Services

PPSO & Divisions concerned

TEAM COMPOSITION

Bibiano C. Miranda
Rosie Jundarino
Lita Aldave

Bibiano C. Miranda
Oscar Villas
Eduardo Meriel
Alfredo Cruz, Jr.

Mauricio Amorin
Eduardo Meriel

Bibiano C. Miranda
Zenaida Gutierrez
Noel Ho/Josefina Rebusa

AREA OF ASSIGNMENT

CARP, HOPE Project, Cashier Sec.
DENREU, ERDB, Administrative
Service Director & Staff

Accounting & Budget Divisions
Management Division, COA, CEP
FMS Director & Staff

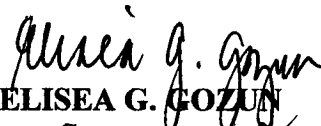
DENR Vehicles & updated A.R.E.
DENR Buildings & Structures

ARCBC (Los Baños)

All Inventory Teams shall conduct physical inventory of all properties, equipment and semi-expendable materials as of December 31, 2003 with corresponding attachment of official stickers on each property/equipment and to provide existing inventories of all equipment and properties assigned to each Office/Service/Division/Project for reference. The Teams shall finish the physical inventory on or before April 30, 2004.

Likewise, all teams are authorized to enjoin the cooperation and support of any official/employee to locate and identify properties.

This Order shall take effect immediately.


ELISEA G. GOZUN
Secretary