



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-6626 to 29 · (632) 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph>/E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

DEC 14 2020

**SPECIAL ORDER**  
No. 2020 - 534

**SUBJECT: RECONSTITUTION OF THE DENR CENTRAL OFFICE DISPOSAL COMMITTEE**

In the interest of the service, in line with the continuing efforts of the Administrative Service to dispose unserviceable property, waste materials and appraise property, equipment and confiscated conveyances for booking and disposal, and in order to effectively undertake its task and functions, the DENR Central Office Disposal Committee is hereby reconstituted as follows:

Chairperson : **ASSISTANT SECRETARY**  
Administration and Human Resources

Vice Chairperson : **DIRECTOR**  
Administrative Service

Members : **CHIEF**  
Accounting Division, FMS

**CHIEF**  
Property and Supply Management Division

**CHIEF**  
Records Management Division, AS

**ENGR. GUILLERMO ESTIPONA, JR**  
OIC, Chief General Services Division

**LUIGI ANTONIO TUNG PALAN**  
Representative, OULAHRLA

Witness : Representative, COA DENR  
: Representative DENREU

The committee shall perform the following duties:

- 1) Inspect unserviceable equipment and property, and verify justification for disposal;
- 2) Set the final appraised value/floor price based on the report of the Appraisal Technical Working Group;
- 3) Recommend to the Head of the Agency or his representative, the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs for approval the manner of disposal;
- 4) Conduct public auction/bidding for the sale of the unserviceable property on an "AS IS," "WHERE IS" basis and to recommend corresponding award;

- 5) Dispose unserviceable property at any manner deemed cost advantageous to the government, including but not limited to: negotiated sale, Donation, Transfer and Destruction;
- 6) Seek assistance of any official/employee and offices of the DENR in pursuit of its function and
- 7) Oversee all the disposal committee and appraisal committee in the field offices including providing technical assistance on disposal, appraisal and property management.

**APPRAISAL TECHNICAL WORKING GROUP:**

Head : Engr. Roberto M. Aguda, OASEC-FO-Visayas  
 Assistant Head : Zenaida V. Gutierrez, PSMD

Members : Francis Jan V. Castro, Accounting Division, FMS  
 : For. Joseph Luke Crisostomo, OASEC FO-Southern Luzon  
 : Nizethal Aducal-Matias, NIMD, KISS  
 : Roy Jake Castillo, Motorpool, GSD  
 : Angelito Estrada, BGMS, GSD  
 : Legal Representative

The Technical Working Group shall perform the following functions, duties and responsibilities:

1. Conduct ocular inspection of the property to be appraised in order to assess its physical condition and determine condition ratings;
2. Seek price reference information of the property based on prevailing current market value;
3. Compute the appraised value by the revised formulae on appraisal of government properties, except real estate, antiques and works of art;
4. Submit the appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings of similar property to the Chairman of Disposal Committee;
5. Submit appraised value of transferred property through Property Transfer Report or donation to the Director, Administrative Service as basis for booking of the said property;
6. Conduct appraisal/valuation of all seized/apprehended/confiscated and/or forfeited vehicles/conveyances for violating Presidential Decree No. 705, as amended by Executive Order No. 277, Series of 1987;
7. Require all DENR officials, Deputized DENR officer including Law Enforcement Officers having custody of records of confiscated/seized/apprehended and or forfeited vehicles to submit inventory, status of cases and other pertinent documents such as but not limited to Confiscation Order, Certificate of Order of Finality, etc. and
8. Submit periodic report to the Head of the Agency or his representative through the Chairman Disposal.

**SECRETARIAT:**

Head Secretariat : Engr. Vilma Luisa R. Ferrer, Chief PMS, PSMD  
 Assistant Head : Ma. Berma S. Cabrera, PMS, PSMD

Member : Rowena J. Almazan, PDU, PMS,PSMD  
 : Mark Joseph D. Antonio, PMS, PSMD  
 : Jeffery C. Gonzales, PMS, PSMD  
 : Disposal Unit Staff, PMS, PSMD


: For. Rico Manalo, PCO, GSD  
: Jack Victor Nera, PCO, GSD

The Secretariat shall perform the following functions:

- a) Handle all the Committee's administrative matters as well as safekeeping and systematic filing of committee documents and records;
- b) Prepares minutes of meeting, bid documents, schedule of public auction/bid and posting of the invitation to bid;
- c) Assist the prospective bidder in viewing the property and waste materials subject for disposal;
- d) Assist in the conduct of public auction/bidding; and
- e) Secure documentary requirements through its Pollution Control Officers related to Environmental Management System (EMS), hazardous waste and assistance including assistance to the winning bidder in securing permits and clearances from Environmental Management Bureau- NCR.

Expenses to be incurred by the Committee shall be chargeable against DENR Funds subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and supersedes all orders/issuances inconsistent herewith.

  
ATTY. ERNESTO D. ADOBO, JR. *CESO I*  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs

