



AUG 16 2024

SPECIAL ORDER

No. 2024 - 512

SUBJECT: CREATION OF INVESTIGATION COMMITTEE FOR THE MISSING PROPERTY, PLANT AND EQUIPMENT (PPE) UNDER ONE-TIME CLEANSING

In the interest of the service and to conduct a comprehensive investigation on the missing Property, Plant and Equipment (PPE) items of the Department, an investigation committee shall be created to be composed of the following:

Chairperson : Director, Financial and Management Service
Co-Chairperson : Director, Administrative Service
Members : Chief, Accounting Division
 : Chief, Property and Supply Management Section
 : Representative from Legal Affairs Service
Overall Team Leader: Chief, Property Management Section
Overall Asst. Team Leader: Chief, Accounting and Compliance Section

SUB-TEAM 1

Team Leader: Ma. Berma Cabrera
Members:
Marcial Campos Jr.
Dann August Campos
Christopher Rey Cabote

SUB-TEAM 2

Team Leader: Jeffrey C. Gonzales
Members:
Janine M. Marquezo
Heather Joy D. Lezada
Jefferdick Y. Benito
Sheena R. Saplan

SUB-TEAM 3

Team Leader: Rowena J. Almazan
Members:
Anne Rhea Villarama
Kathlene R. Valdez
Jerome C. Adaya
Jhonray Acabal

SUB-TEAM 4

Team Leader 4: Mark Joseph D. Antonio
Members:
Mary Jane Noble
Denton Earl P. Adobo
Marjorie N. Garcia
Christian John R. Valdez

Secretariat : **DENR-Inventory Committee Staff**

In addition to their current work assignments, the Investigation Committee shall perform the following functions:

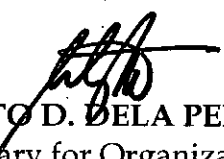
- A. The four (4) sub-teams shall follow steps in the investigation plan and submit report to the team leader/ Assistant team leader for consolidation and submission to the Chairperson of the Investigation Committee.

- B. The committee will evaluate the results of the investigation reports and it will be included in the final report of one-time cleansing to be approved by the Undersecretary for Administration, and be submitted to the Commission on Audit.

The evaluation of results shall be based on Section 7 of COA Circular 2020-006 or the "*Disposition Procedures for Non-existing/Missing Property, Plant and Equipment (PPE)*" dated January 31, 2020, which states that:

1. If the accountability/responsibility over the missing PPE was pinpointed after investigation, demand shall be made from the accountable personnel to produce the item or pay the depreciated replacement cost thereof;
2. The Accounting Unit shall be furnished the certified copy of the investigation report of the demand letter to be used as basis to recognize the loss of PPE and to set up the corresponding receivables from the concerned accountable personnel; and
3. If accountability/responsibility over the missing PPE could not be pinpointed after investigation, authority for derecognition thereof from the books of accounts may be requested from the COA, in accordance with Paragraph 8 of abovementioned circular. Pending the grant of authority by the COA, the said PPEs shall remain in the books of accounts.

This Order takes effect immediately.


AUGUSTO D. DELA PEÑA
Undersecretary for Organizational
Transformation and Human Resources