



Republic of the Philippines
Department of Environment and Natural Resources

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JAN 19 2005

SPECIAL ORDER

No. 2005 - 30

SUBJECT : RECONSTITUTING THE INVENTORY AND DISPOSAL COMMITTEE IN THE DEPARTMENT PROPER

In the interest of the service, the DENR Inventory and Disposal Committee in the Central Office is hereby reconstituted as follows:

Undersecretary For Management and Technical Services	-	Chairman
Director, Administrative Service	-	Vice-chairman
Chief, Accountant	-	Member
Chief, General Services Division	-	Member
Chairman, Inspection and Acceptance Committee	-	Member
Representative from End-user Office	-	Member

The Committee shall establish standard operating procedures to govern its action and shall perform the following functions:

1. Inspect unserviceable equipment/property and conduct inventory of materials to verify justification for disposal;
2. Set the final appraised value of all disposable property taking into consideration factors of obsolescence, market demand, physical condition and result of previous bidding of similar property;
3. Recommend the manner of disposal that will be most advantageous to the Department;
4. Conduct public bidding for sale of disposable property on an "AS IS WHERE IS" basis and to recommend the corresponding award; and
5. The Committee can seek the assistance of any official/employee of the DENR in pursuit of its functions.

In the discharge of its functions, the Committee shall be assisted by a Secretariat composed of the following:

Celso L. Bautista	-	Head
Ador Barros	-	Asst. Head
Ms. Zenaida Gutierrez	-	Member
Virgilio Halili	-	Member
Arlene Arabejo	-	Member
Cristina Reyes	-	Member
Lamberto Ramos	-	Member

The Secretariat shall handle all the committee's technical and administrative matters as well as the valuation of disposable properties by lots, recommend to the Disposal Committee the transfer with or without cost to vocational institutions, etc., safeguard and implement the systematic filing of documents and records.

This Order takes effect immediately and supersedes all previous orders and issuances inconsistent herewith.

MICHAEL T. DEFENSOR
Secretary



ARMANDO A. DE CASTRO
Officer-in-Charge, DENR