



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. **553**
Series of 2020

SUBJECT: RECONSTITUTION OF THE DA INVENTORY COMMITTEE

In the interest of service, the DA-Inventory Committee per Special Order No. 1074 Series of 2016 is hereby reconstituted as follows:

CHAIRPERSON: ROLDAN G. GORGONIO
Undersecretary for Administration and Finance

VICE-CHAIRPERSON: ATTY. ROLAND A. TULAY
OIC-Director Administrative Service

MEMBERS:

PHYSICAL INVENTORY TEAM

JUNIBERT E. DE SAGUN
Head
Chief, General Services Division

ADVISER

DR. LEOCADIO S. SEBASTIAN (OSEC)

MEMBERS

SUSAN L. DEL ROSARIO (GSD)
ROSANIÑA C. TALABUCON (GSD)
REMELYN C. COLOMA (GSD)
JALIL C. MANGONTRA (GSD)
JAICEL V. GARCIA (GSD)
CONSTANTINO C. ACOSTA JR. (GSD)
RUDY F. FRUELDA (GSD)
PATRICK M. VILLAFUERTE (GSD)
JORILYN A. ROSALES (GSD)
MELINDA M. RESCO (GSD)
NIDA S. FIRMACION (GSD)
JOSEPH RAPHAEL RAMOS (GSD)
ROSEMARIE C. AQUINO (GSD)
RENATO C. CRUZ JR. (GSD)
SAMUEL P. PAZOS (GSD)
MARYBETH CIMA FRANCA (GSD)
JORDAN C. OROZCO (GSD)
SERAFIN AREVALO (GSD)
ED MAX DANGIL DAVID (GSD)
JOYCE MHYRR BUNAGAN (GSD)
DONNA F. DE GUZMAN (GSD)
CLARIDA P. ANTONIO (GSD) X
IGNAZZKY ARELLANO (ICTS)
CARMELA G. VILLAFUERTE (ICTS)
RONALD C. PAMITTAN (HRDD)

RECONCILIATION AND VALUATION TEAM

CHARIE SARAH D. SAQUING
Head
Chief, Accounting Division

MEMBERS

NELSON VAGILIDAD
MA. JONALIE EUNICE A. ARENO
EVELYN S. ABAO
EVELYN B. NAVAL

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CLAIRE ADELENE ABENGOZA (Legal Service)
RALPH JIREH BARTOLOME (Legal Service)

REPRESENTATIVES

The physical inventory shall include all properties, plant and equipment in various offices/ divisions, attached agencies and corporations, Regional Offices and their subsidiaries (including those transferred to DA) accounted for in the DA Book of Accounts. The Committee is tasked to do the following:

1. Conduct actual physical count of all properties, plants and equipment;
2. Prepare inventory schedule for information of the offices concerned;
3. Conduct annual physical inventory of all properties of DA projects giving priority to those that will terminate within the year;
4. Coordinate with the designated office property custodians regarding movement withdrawal or pull out of properties in their designated offices; s
5. Recommend the dropping from the Inventory Report and Book of Accounts for all properties that were condemned and transferred without cost to various offices;
6. Facilitate the reconciliation of accounts with the Accounting Division and GSD Property and Supply Section; and
7. Submit Final Inventory Report together with its findings and recommendations to the undersigned after completion of its task not later than January 31 of the succeeding year as required by DA Management.

The Committee members are authorized to render overtime services if the need arises. They may also avail of the necessary logistical requirements such as per diem and transportation allowance chargeable against their respective offices and/ or at DA-OSEC funds subject to the existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 9th day of July 2020.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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