



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

SPECIAL ORDER

No. 143

Series of 2022

SUBJECT: DESIGNATION OF MR. RITCHIE S. ESPIRITU, AS OFFICER-IN-CHARGE OF THE PROPERTY AND SUPPLY SECTION UNDER THE GENERAL SERVICES DIVISION (GSD)

In the exigency of service, **Mr. Ritchie S. Espiritu**, Administrative Officer IV, is hereby designated as OIC of the Property and Supply Section and will perform the duties and responsibilities inherent to the designation.

As such, Mr. Espiritu will have the following duties and responsibilities:

1. Supervise the conduct of physical inventory of DA's and all other Special Projects' Property, Plant and Equipment and the submission of approved annual report on PPE to COA;
2. Supervise the preparation of List of Insurable Properties and other pertinent documents for general fire insurance premium through GSIS;
3. Supervise and coordinate the disposal of unserviceable properties;
4. Supervise the conduct of inventory and validation of Foreign Assisted Projects of the Department;
5. Supervise the work of subordinate staff engaged in repair and maintenance of the buildings and motor vehicles;
6. Supervise and sign Invoice Receipts for Property (IRP) for transfer without cost of equipment to and from other government offices.
7. Act as a secondary accountable officer for all Property, Plant and Equipment of the Department;
8. Accept all newly acquired equipment/properties for transfer of accountabilities to those concerned.

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 3rd day of March 2022.


WILLIAM D. DAR, Ph.D.

Secretary

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DEPARTMENT OF AGRICULTURE
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For Signature: S-03-22-0096

Received : 03/03/2022 12:57 PM

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