



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

**SPECIAL ORDER**

No. 349  
Series of 2022

**SUBJECT: RECONSTITUTION OF DEPARTMENT OF AGRICULTURE ASSETS  
DISPOSAL COMMITTEE AND TECHNICAL WORKING GROUP**

In the exigency of service and pursuant to Executive Order No. 309, dated March 08, 1996, as amended, the Department of Agriculture Assets Disposal Committee is hereby reconstituted as follows:

**CHAIRPERSON** : **USEC. ROLDAN G. GORGONIO**  
For Administration and Finance

**CO- CHAIRPERSON** : **ATTY. JANE C. BACAYO**  
Assistant Secretary for Administration

**VICE-CHAIRPERSON** : **ATTY. ABRAHAM P. GUIAO**  
OIC-Director, Administrative Service

**MEMBERS** : **MS. SUSAN L. DEL ROSARIO**  
OIC-Chief, General Services Division

**MR. RONALD C. PAMITTAN**  
OIC-Chief, Records Division

**TECHNICAL WORKING GROUP** : **MR. RITCHIE S. ESPIRITU**  
Administrative Officer IV

**MS. ROSANIÑA C. TALABUCON**  
Administrative Officer III

**MR. AGUSTIN M. MANGANIP, JR.**  
Administrative Officer III

**MR. PATRICK M. VILLAFUERTE**  
Administrative Officer I

**MR. JALIL C. MANGONTRA**  
Administrative Assistant III

**MR. IGNAZZKY ARELLANO**  
Computer Programmer II

**SECRETARIAT** : **MR. NELSON VAGILIDAD**  
Accountant III

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**MR. JOHN ROMMEL C. LOPEZ**  
Administrative Officer III

**MS. MARYBETH A. CIMA FRANCA**  
Administrative Assistant V (COS)

**MS. DONNA F. DE GUZMAN**  
Administrative Assistant V (COS)

**MS. MARIBEL P. BERJES**  
Administrative Officer I (COS)

The Committee shall supervise the disposal of old and unserviceable properties, supplies, materials, and equipment, and shall perform the following functions such as but not limited to;

1. Conduct inspection of the unserviceable equipment and property to verify justification for disposal;
2. Conduct in-house appraisal value of all disposable property considering obsolescence, physical condition, market demand, and the result of previous biddings for a similar property;
3. Recommend to the Secretary for approval the mode of disposal as appropriate and deemed most advantageous to the government;
4. Conduct public biddings for the sale of disposal property on an "AS IS, WHERE IS" basis and recommend corresponding award;
5. Perform inspection of serviceable and unserviceable government properties for transfer at no cost to DA; and
6. The Secretariat and technical staff to be manned and concerned shall be formed to handle all the Committee's technical and administrative matters as well as the safekeeping and systematic filing of Committee documents and records.

The committee members, technical working group, and its secretariat are authorized to render overtime services if the need arises. All expenses to be incurred in the conduct of the activities related to the performance of the duties and functions such as per diem and transportation allowances shall be chargeable against the funds of DA-OSEC, 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 other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 28<sup>th</sup> day of April 2022.

**WILLIAM D. DAR, Ph.D.**

Secretary



DEPARTMENT OF AGRICULTURE

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