



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

**SPECIAL ORDER**

No. 877  
Series of 2022

**SUBJECT: RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE  
INVENTORY COMMITTEE**

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In the exigency of public service, the Department of Agriculture Inventory Committee is hereby reconstituted as follows:

**CHAIRPERSON : ATTY. JANE C. BACAYO, CESO III**  
OIC-Undersecretary for Administration and Finance

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

**ADVISER : DOMINGO F. PANGANIBAN**  
Senior Undersecretary

**MEMBERS**

**PHYSICAL INVENTORY TEAM**

**RONALD C. PAMITTAN, MPM**  
Head/OIC-Chief, GSD

**MEMBERS**

1. Ritchie S. Espiritu
2. Rosaniña C. Talabucon
3. Patrick M. Villafuerte
4. Jalil C. Mangontra
5. Marybeth A. Cimafranca
6. Rudy F. Fruelda
7. Nida S. Firmacion
8. Constantino C. Acosta, Jr
9. Raymund R. Elpa
10. Donna F. De Guzman
11. Maribel P. Berjes
12. Ezekiel A. Palmera
13. Aristarco L. Soliguen
14. Emmanuel B. Naval
15. Aldrin V. Saylo
16. Melinda M. Resco
17. Rosemarie S. Aquino
18. Albert E. Rivera
19. Clarida P. Antonio
20. Samuel P. Pazos
21. Serafin D. Arevalo
22. Joseph Rafael P. Ramos
23. Lily Rose D. Zorrilla
24. Harry M. Galarita
25. Robert Ryan R. Ycasas
26. Ignazzky B. Arellano
27. COA Representative

**OFFICE**

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General Services Division  
ICTS- Maintenance  
Food Development Center  
ICTS-NOMD  
COA

The physical inventory shall include all property, plant and equipment (PPE) in various offices in the DA-Central Office, including DA regional field offices, bureaus and its attached agencies and corporations, and their subsidiaries (including those institutions transferred to DA) which were accounted for in the DA Book of Accounts. The Committee is tasked to do the following:

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

### **RECONCILIATION & VALUATION TEAM**

**LOLITA M. JAMELA**

Head/OIC- Chief, Accounting Division

#### **MEMBERS**

1. Nelson E. Vagilidad
2. Ma. Jonalie Eunice A. Areño
3. Maria Anelie A. Laurente
4. Donald O. Casanova

#### **OFFICE**

Accounting Division  
Accounting Division  
Accounting Division  
Accounting Division

The Reconciliation and Valuation Team shall ensure that the Property and Accounting records are in agreement and shall determine the fair value of an asset and shall keep to record promptly the acquisition, description, custody, estimated useful life, depreciation, impairment loss, disposal and other information about the asset.

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 17th day of October, 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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