



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
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Enabling Communities. Expanding Opportunities.

19 January 2023

SPECIAL ORDER

No. 101

Series of 2023

SUBJECT : CREATION OF A NEW COMMITTEE TO CONDUCT THE PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT (PPE) OF PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)

In the interest of service and to fully safeguard and account all properties of the Philippine Rural Development Project (PRDP), a new Committee is hereby constituted to conduct the Physical Inventory of all its Property, Plant and Equipment (PPE). This supersedes the previous Special Order No. 351 Series of 2019 dated March 27, 2019. It covers the National Project Coordination Office (NPCO) and the different clusters under it. The Committee shall be composed of the following:

Chairman : **ENG. ARNEL V. DE MESA, CESO III**
Assistant Secretary for Operations and
PRDP National Project Director

Vice-Chairman : **SHANDY M. HUBILLA, CESO IV, EnP**
National Deputy Project Director

Members :

COA Representatives

RECONCILIATION AND VALIDATION TEAM:

TELMA C. TOLENTINO
OIC, Director FMS

LOLITA M. JAMELA
OIC, Chief Accountant
PRDP Accountant
Accounting Staff (2)

PHYSICAL INVENTORY TEAM:

OPHELIA P. AGAWIN

Alternate, I-Support Component Head
General Services Division Staff (1)

JUNIBERT E. DE SAGUN

Administrative, Unit Head

MARK ALVIN V. OLIVA

Alternate Unit Head, Admin

GIL R. REYES

Property & Supply Officer

MARIBEL A. MONSALUD

Associate Supply & Property Officer

MIAMI B. LUNAR

Administrative Officer III

The physical inventory shall include all properties, plant and equipment in various offices of PRDP (including those transferred from DA) and accounted/recorded in the DA Books of Accounts under Fund 102 (Foreign Assisted Projects).

Duties and Responsibilities:

1. Coordinate with the designated office property custodians regarding the custodianship, movement (withdrawal or transfer of properties in their designated offices;
 - Obtain the inventory listing from property custodian;
 - Check the Property Accountability Receipt (PAR) showing the accountability over certain property, description, property number, color and other related information as against the information indicated in the property inventory earlier submitted;
 - Take note of the items without the corresponding PAR.
2. Secure from Accounting Office the Subsidiary Ledger of PPEs and examine each item with the inventory report rendered by the property custodian, taking note of the following:

- Items recorded in the accounting but not included in the Property inventory;
 - Items recorded in the Property inventory report but not recorded in the accounting;
 - Take note of the difference, for use in the final reconciliation.
3. Using the list of all PPEs of PRDP as reported by the Property Custodian and signed Property Acknowledgement Receipts (PARs), conduct physical count of all properties, plant and equipment and verify the following:
- Physical status of the equipment whether functional and in good condition or non- functional, beyond repair and is due for disposal;
 - End-user as against to the one who signed the PAR;
 - Location of the PPEs;
 - Existing PPEs not listed in the report of the Property Custodian; and
 - For those which cannot be located, inquire from Property Officer on the reason for its transfer/movement/whereabouts.
4. For existing equipment not covered in the report , the Property Custodian should prepare the necessary PAR for the following:
- For transferred items, inspect the invoice Receipt of Property signed by the end user and where it came from;
 - For purchased items, review the Inspection and Acceptance Report together with the Invoice Number and the funds used to pay it.
5. Reconcile the accounts per property records with the accounting records as required under Sec. 42 of the Government Accounting Manual for the National Government Agencies.

For Accounting records, verify the following:

- Transferred items per accounting records, are receipted, accepted, and accounted for; and
- Items disposed/written off are deducted from the property inventory.

For Property Office

- Furnish the accounting office with documents for unrecorded PPEs to serve as supporting to the Journal Entry Voucher (JEV); and

- Request accounting for documents regarding disposal of property so that it could be deleted from the inventory such Journal Entry Voucher (JEV) taking up the sale, donation or transfer and loss of PPEs.
6. Submit the Final Inventory Report together with its findings and recommendations to the National Project Director and National Duty Project Director;
 7. Perform other related functions as may be directed by the Project Director.

All expenses to be incurred in the performance of the aforementioned functions shall be charged against PRDP funds subject to the usual accounting and auditing rules and regulations.

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

Done this 27th day of January 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary



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