



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

SPECIAL ORDER

No. 313
Series of 2023

**SUBJECT : RECONSTITUTION OF THE DISPOSAL COMMITTEE OF THE
DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE**

In the exigency of service, a Disposal Committee for the Unserviceable Properties at the Department of Agriculture- Central Office is hereby reconstituted as follows:

DISPOSAL COMMITTEE

- CHAIRPERSON : ASSISTANT SECRETARY FOR ADMINISTRATION**
- VICE-CHAIRPERSON : DIRECTOR OF THE ADMINISTRATIVE SERVICE**
- MEMBERS : CHIEF OF THE GENERAL SERVICES DIVISION**
- CHIEF OF THE RECORDS DIVISION**
- CHIEF OF THE FAD-FOOD DEVELOPMENT CENTER**
- CHIEF OF THE NETWORK OPERATION AND MANAGEMENT
DIVISION**

The Disposal Committee shall have the following functions:

1. Conduct inspection of the unserviceable properties for disposal through transfer without cost to any government agencies;
2. Conduct in-house appraisal value of all disposable properties considering obsolescence, physical condition, market demand, and the result of previous biddings for a similar property;
3. Recommend to the Senior Undersecretary the disposal of the unserviceable properties of the Department of Agriculture-Central Office, subject to the existing laws, guidelines, rules and regulations;
4. Recommend to the Senior Undersecretary the approval of the mode of disposal which is appropriate and deemed most advantageous to the government;

5. Conduct public bidding of unserviceable properties; and
6. Submit final report on the disposal of the unserviceable properties to the Senior Undersecretary.

Technical Working Group:

Head : **MR. RITCHIE S. ESPIRITU**
General Services Division

Members : **MR. NELSON E. VAGILIDAD**
Accounting Division

MR. AGUSTIN M. MANGANIP, JR.
Human Resource Development Division

MR. PATRICK M. VILLAFUERTE
General Services Division

MR. JALIL C. MANGONTRA
General Services Division

MR. IGNAZZKY B. ARELLANO
Information and Communication Technology Service

MR. FREDERICK C. CRISOL
Bureau of Agriculture and Fisheries Standards

MA. JONALIE EUNICE A. ARENIO
Accounting Division

Functions of the Technical Working Group (TWG)

1. Provide technical assistance on the conduct of inspection and public bidding of the unserviceable properties;
2. Submit recommendation to the committee relative to the above- stated functions of the committee through Technical Report; and
3. Perform other related functions/ tasks as may be assigned by the Committee.

SECRETARIAT:

Head : **MS. ROSANIÑA C. TALABUCON**
General Services Division

Members : **MS. MARYBETH A. CIMA FRANCA**
General Services Division

MS. NIDA F. FIRMACION
General Services Division

MR. ROEL VINCE T. ESTENZO
Food Development Center

MR. CONSTANTINO C. ACOSTA, JR.
General Services Division

MS. DONNA F. DE GUZMAN
General Services Division (COS)

MS. MARIBEL P. BERJES
General Services Division (COS)

ARISTARCO L. SOLIGUEN
General Services Division (COS)

Functions of the Secretariat:

1. Take charge in the documentation of the meetings.
2. Provide assistance to the Committee and the TWG in the gathering of relevant data for discussion during Committee Meetings;
3. Provide coordination services to the Committee and TWG; and
4. Perform other similar/ related functions/ tasks as maybe assigned by the Committee.

All expenses to be incurred in the conduct of the activities of the committee, travelling expenses, per diem and incidental expenses shall be chargeable against DA-OSEC funds, subject to the existing government accounting and auditing rules and regulations.

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

Done this 15th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AS-SO20230307-00059